

FY 2025

## Quarterly Agency Report– PART II: Diversity, Equity, Inclusion and EEO Training Summary

### Instructions

#### Guidelines and Requests:

Please fill out all identifying information on lines 8, 12 and 13.

Please **do not input** information in **Pink-shaded cells**.

Enter quarterly training completions in Columns B, C, D, E for Q1, Q2, Q3, and Q4, respectively.

Do not change the formatting and layout of the worksheet.

**Form is cumulative** and must be used through the entire FY 2025. Information from all prior quarters **must be retained**.

Be careful to update the labels and file name to indicate the Current Quarter.

To prevent inadvertent modifications, certain cells, rows, and columns of the worksheet are protected and cannot be modified.

If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows

to the end. Please note that the data you enter in these additional rows may **not** add up automatically in

TOTAL OTHER DIVERSITY & EEO TRAINING in row 43.

If you input the title of additional training and your text exceeds the visible area of a cell,

you may decrease the font size in that cell for better readability.

Enter the information received from DCAS Learning & Development **exactly** as received in **grey-shaded rows** (26, 30, 34, 38).

Please note that Sexual Harassment Prevention training completions (All Modalities) are fully reported by DCAS Learning & Development.

ecause SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS, completion data are provided to DCAS and the number reported in the "Administered by DCAS" row includes all SHP training that is administered by an agency.

er all zeroes - **Do not leave blank**. If there is a discrepancy between DCAS report and your records, contact DCAS L&D to resolve.

### **delines:**

Part II Statistical Summary serves to facilitate reporting by agency and on aggregate level.

**Please save the Excel file as follows: [AGENCY ACRONYM] Quarter X FY 2025 DEI-EEO REPORT Part II TRAINING SUMMARY**

**Please submit to DCAS CEI both the Quarterly Agency Report and the Diversity, Equity, Inclusion and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). Do Not Convert Your Submission to ADOBE PDF.**

### **Quarterly Report Submissions:**

**Citywide Equity and Inclusion (CEI):**

[CitywideEquityInclusion@dcas.nyc.gov](mailto:CitywideEquityInclusion@dcas.nyc.gov) with copies to [jwarman@dcas.nyc.gov](mailto:jwarman@dcas.nyc.gov) and [mmariza@dcas.nyc.gov](mailto:mmariza@dcas.nyc.gov) and [edugomez@dcas.nyc.gov](mailto:edugomez@dcas.nyc.gov)

(Since the New York City Mayor is a designated recipient of this plan and all quarterly reports, DCAS/CEI serves as the custodian on his behalf. Accordingly, there is a physical copy of your annual plan with the Mayor's Office.)



**FY 2025 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY**

AGENCY NAME: NYC Department of Design & Construction Quarter # FY 2025

**RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT**

**DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS**

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2025 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Dalela Harrison

DATE SUBMITTED: 1/30/2025 E-MAIL: HarrisoDa@ddc.nyc. TEL #: 718-391-1776

1st Quarter (July-September) DUE November 6, 2024; 2nd Quarter DUE January 30, 2025;  
3rd Quarter (January-March) DUE April 30, 2025; 4th Quarter (April-June) DUE July 30, 2025.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
<b>TOTAL DIVERSITY &amp; EEO TRAINING</b>	410	162	0	0	572

<b>CORE DIVERSITY AND EEO TRAINING (All Modalities)</b>					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	410	162	0	0	572
<b>1. Everybody Matters: EEO and Diversity &amp; Inclusion for NYC Employees</b>	274	2	0	0	276
Administered by DCAS <span style="color: red; font-size: small;">[Copy data from DCAS Learning &amp; Development report in this row. ENTER ALL ZEROS. Do not leave blank.]</span>	274	2			276
Administered by Agency <span style="color: red; font-size: small;">[Enter data from internal training in this row]</span> NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
<b>2. Sexual Harassment Prevention</b>	3	50	0	0	53
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	3	50			53
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
<b>3. IgbTq: The Power of Inclusion</b>	66	53	0	0	119
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	66	53			119
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
<b>4. Disability Awareness &amp; Etiquette</b>	67	57	0	0	124
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	67	57			124
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
<b>OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)</b>					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	0	0	0	0
<b>5. New Employee Orientation (Only if it includes EEO Component)</b>	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED					0
<b>6. Structured Interviewing and Unconscious Bias</b>	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
<b>7. Structured Interviewing and Unconscious Bias (Follow up)</b>	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED					0
<b>8. Building an Inclusive Culture: Understanding Unconscious Bias</b>	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
<b>9. From Microaggressions to Microaffirmations</b>	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED					0
<b>10. Managing the Multi-Generational Workforce</b>	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
<b>11. Bystander Training</b>	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED					0
<b>12. Reasonable Accommodation</b>	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
<b>13. The Power of Words</b>	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED					0
<b>14. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>16. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>15. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>16. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>17. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>18. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>ADDITIONAL TRAINING</b>	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
<b>... Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>... Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0