

FY 2026 Agency Quarterly Update Report to the FY2026 EEO Annual Plan

Narrative Summary

Agency Name: DEPARTMENT OF INVESTIGATION

- 1st Quarter (July -September), due November 14, 2025**
- 2nd Quarter (October – December), due January 30, 2026**
- 3rd Quarter (January - March), due April 30, 2026**
- 4th Quarter (April - June), due July 30, 2026**

Prepared by:

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Date Submitted: 11/14/2025

FOR DCAS USE ONLY

Date Received: (MM/DD/YY)

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Instructions for Filling out Quarterly Reports FY 2026

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2026.]

- **For Q1**, please copy the goals, programs, and initiatives from your draft of the FY 2026 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections **IV, V, and VI**.
- **For Q2, Q3 and Q4**, use the previous quarter's submission to update your status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters, even if they were not mentioned in your Annual Plan.

1. Please save this file as "**XXXX Quarter X FY 2026 DEI-EEO Quarterly Report. Part I**", where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF**.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment opportunity, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter.
*[Note: **Delayed** = behind schedule; **Ongoing** = in progress and on schedule.]*
4. Please save the Excel file as "**XXXX Quarter X FY 2026 DEI-EEO Report. Part II Training Summary**", where 'XXXX' is the commonly used acronym of your agency. You must submit this file in **MS Excel format**. **Please do not convert it to PDF**.

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

Yes, on: 5/6/2025
 No
 By e-mail
 Posted on agency intranet and/or website
 Other: Enter text here

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II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in fostering principles of equal employment opportunity and inclusivity for all through the following:

- Employee Accomplishment Awards
- Employee Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): Enter text here

Please describe Awards and/or Appreciation Events below: [Enter Awards and/or Appreciation Events Here]

III. Workforce Review and Analysis

Agency Headcount as of the last day of the quarter was:

Q1 (09/30/2025): 269 Q2 (12/30/2026): Enter number
Q3 (03/30/2026): Enter number Q4 (6/30/2026): Enter number

Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status (as aligned with objectives of Local Law 14 of 2019)

- Yes on (Date): 4/18/2025
- Yes (again) on (Date): (MM/DD/YY)
- No
- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Newsletters and internal Agency Publications

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Agency conducted a review of the quarterly CEEDS workforce aggregate reports and the dashboard with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis in order to inform broad recruitment outreach efforts.

Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>11/06/2025</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
Review conducted with: <input type="checkbox"/> Agency Head* <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel* <input checked="" type="checkbox"/> Other: <u>**SEE BELOW</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted

* Agency Head and General Counsel were not available this quarter.
**Deputy Commissioner of Operations, Deputy Commissioner of Investigations.

IV. Initiatives for FY 2026

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency EEO Plan for FY 2026.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in **Section IV: Initiatives for FY 2026**, which you set/declared in your FY 2026 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

- 1. Human Resources will continue to perform targeted recruitment outreach to diversity focused applicant pools, such as diversity-focused job boards, schools, and professional organizations.**

DOI will continue to perform recruitment and outreach at colleges, law schools, affinity groups, and minority bar associations. DOI will evaluate effectiveness by monitoring underutilization statistics and reviewing demographics reports for hiring and promotions.

Workforce Goal/Initiative #1 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

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- 2. The EEO Office will continue to perform and report on quarterly demographics analysis of job applicants to ensure that DOI is receiving applications from diverse candidates.**

The EEO Office will run targeted demographics reports for recruitment in job groups that have underutilization. These reports are shared with leadership and Human Resources to help develop strategies to improve underutilization, by identifying whether applicant pools are diverse. Effectiveness will be assessed over time by monitoring underutilization reports.

Workforce Goal/Initiative #2 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

- 3. The EEO Office will continue to perform quarterly reviews of select hirings and promotions in underutilized job groups to ensure that recruitment and selection practices promote equity and diversity.**

The EEO Office analyzes applicant demographics reports for select recruitments in job categories that have underutilization, compares applicant data to data of those selected for interview, and determines whether selections are representative of the applicant pool. If not, the EEO Office further reviews the recruitment file to determine the factors for selections for interviews and hire. If issues are found, the EEO Office will share such issues with the Agency Head for determination as to whether any action is needed. Effectiveness is evaluated by monitoring underutilization statistics.

Workforce Goal/Initiative #3 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

- 4. DOI will require all hiring managers to complete Unconscious Bias and Structured Interview training, which is currently not a citywide requirement, at least once every two years.**

DOI has engaged with DCAS to determine whether DOI can arrange for dedicated Unconscious Bias and Structured Interviewing for DOI's hiring managers. Conversations are ongoing.

Workforce Goal/Initiative #4 Update:

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Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

5. Efforts to reduce Workforce underutilization:

In addition to the initiatives set forth above, DOI's EEO Office and Human Resources Unit meet on a monthly basis to discuss underutilization statistics and how best to address underutilization. Many of the initiatives described in DOI's FY2026 Annual Plan are products of these meetings. For much of FY24 and FY25, DOI has experienced underutilization in just one job group – the Technicians job group, which consists of DOI's Confidential Investigator and Special Investigator titles. While there is work to be done, this demonstrates DOI's commitment to diversity in its workforce. DOI will continue to make strong efforts to identify and reduce underutilization.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in Section IV: Initiatives for FY 2026, which you set/declared in your FY 2026 EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

- 1. DOI seeks to attract and retain a diverse workforce by developing and enhancing its internal employee wellness and professional development programs, including its DEI, ERG, mentorship, and training programs, so that current employees and prospective employees continue to view DOI as an employer of choice.**

DOI always has and will continue to value diversity and employee wellness in the workplace. It is DOI's belief that prioritizing the employee experience and workplace health and wellness – including by fostering diversity and inclusion and providing professional development and training opportunities – translates to better outcomes in DOI's investigative work and is conducive to DOI's overall success. DOI's EEO Officer and its Chief DEI Officer – both executive-level staff – will continue to drive initiatives and programs that build on these values.

Workplace Goal/Initiative #1 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

- 2. DOI will continue to promote employee involvement by supporting Employee Resource Groups (ERGs)**

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DOI's ERG program enters its third year in FY26. The ERG program continues to be strong, with several active ERGs focused on cultural, professional development, and employee wellness themes. In Q1, DOI's Hispanic Heritage ERG held various events to celebrate Hispanic Heritage Month, including a virtual talk presented by a distinguished guest from *El Museo del Barrio*, a leading New York City cultural institution dedicated to the art and cultural of Latin Americans, Caribbean, and the Puerto Rican diaspora. The ERG closed out the heritage month by hosting a food drive for those in need.

Workplace Goal/Initiative #2 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

3. DOI will continue to implement various initiatives to develop and retain employees, including: formal and informal mentoring and coaching, opportunities for investigative staff to transfer to other units and squads, robust internship, year-round, to expose students to DOI's work and form a pipeline for potential candidates for DOI's investigator classes, and conducting pay assessments to ensure pay and promotions are equitable.

DOI's Mentorship program is designed to offer career development and mentorship opportunities to both new investigative staff classes and for existing staff. DOI's Career Development Office implements the mentorship program for existing staff, and the Training Division manages the program for investigative classes. Additionally, DOI's Internship program hosts undergraduate, graduate, and law students, year-round. In Q1, DOI hosted a large intern classes over the summer and another into the fall. DOI's internship offers investigative skills development, off-site trips, inter-agency intern exchange collaborations (with OATH in summer 2025), and various DEI programming, such as heritage month celebrations and events featuring guest speakers. Staff transfer opportunities are typically offered annually. DOI did not offer staff transfers in Q1. Finally, DOI's HR and Fiscal teams continuously assess pay parity throughout the agency. Any disparities identified are brought to the relevant Deputy Commissioner's attention for consideration, and if appropriate, corrective action. DOI's EEO Office also conducts pay parity and occupation segregation analysis, as required under Local Law 27 (2023); this occurred most recently in August 2025.

Recruitment Initiatives/Strategies #3 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

4. Other Workplace Activities:

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DOI will continue to organize, promote, and support employee wellness and community events. Below are events that occurred in Q1.

Event Name	Date
CHC + AAHG Close Out Event	July 1, 2025
Commissioner's Monthly Cookies & Coffee Social	July 22, 2025
Commissioner's Ice Cream Social Event	August 19, 2025
Employee Appreciation Picnic and Softball Tournament	September 5, 2025
HHC Event: Conversation with El Museo del Barrio	September 22, 2025
Commissioner's Monthly Cookies & Coffee Social	September 30, 2025
Health and Wellness ERG - Weekly Runs (weather permitting)	Every Tuesday at 8:00am

II. Community and Equity, Inclusion and Anti-Racism¹:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Anti-Racism included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys). What are your metrics or indicators for evaluating the success of these programs and initiatives?

DOI serves the City and the public primarily through its investigations, their outcomes, and DOI's public reports. Although DOI does not provide services or administer programs directly to the public, DOI's investigative work impacts delivery of services and programs by other City agencies and entities, many of which are designed to serve or intended to benefit underprivileged New Yorkers. DOI's work to combat fraud, waste, abuse and corruption helps to promote public trust in City agencies and services, and serves as a powerful way to build an environment and culture of accountability within City government, which ultimately benefits all New Yorkers, including those who are underprivileged and who depend on City services and programs. DOI's ability to impact community and equity, inclusion, and anti-racism is through its investigative mission, and as such it will remain DOI's primary focus.

Aside from the impacts that DOI will continue to make in this area through its investigative work, in FY 2026, DOI will continue to implement its Five-Year Accessibility Plan, which was established in FY 2024 with the Mayor's Office of People with Disabilities. This Plan was designed to ensure equitable access to DOI's web content and other communications, facilities, and services. These include ensuring the availability of language access services and auxiliary aids, both of

¹ Included per Local Law 14 (2024).

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which DOI already has in place. DOI will continue to implement this Five-Year Plan in FY 2026. DOI will also continue to meet City and legal requirements with respect to M/WBE procurement and contracting.

1. DOI will continue to promote participation with minority and women owned business enterprises (MWBEs)

DOI's Deputy Commissioner of Operations and the Agency Chief Contracting Officer (ACCO) continue to monitor and identify contracting opportunities at DOI that historically had lower MWBE participation. DOI will continue to monitor MWBE participation data and will strive to meet Citywide benchmarks.

Community/Equity/Inclusion Goal/Initiative #1 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

2. DOI will continue to implement its Five-Year Accessibility Plan aimed to ensure DOI is accessible to the public and its workforce.

DOI committed to a Five-Year Accessibility Plan in FY24 and continues to make progress on its initiatives in FY26. Initiatives include installing accessible doors in various areas in DOI's offices, making assistive listening devices available to staff and visitors, implementing disability-focused training for all staff, and reviewing DOI's compliance with WCAG in its public-facing digital content. DOI made great progress in these initiatives in FY25 and looks to build on that success in FY26.

Community/Equity/Inclusion Goal/Initiative #2 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2026 Plan (e.g., strategic wide outreach/recruitment to cultivate broadly talented applicant pools, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

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III. DOI will expand internal and external applicant pools to address underutilization through strategies for broader recruitment. This includes posting on diversity-focused job boards and conducting outreach to schools, universities, and professional and bar associations.

DOI continues to expand its efforts to reach diverse applicants. This quarter, DOI's Career Development and Outreach Office attended several such events, including at Baruch, Columbia, and John Jay.

Recruitment Initiatives/Strategies #1 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

IV. DOI will use quarterly workforce reports and dashboards to identify specific job groups where underutilization exists and guide recruitment efforts. DOI's EEO Office meets quarterly with the Commissioner and all executive staff. The EEO Office and HR also meet monthly.

DOI continues to experience underutilization in the Technicians job group, which is comprised of DOI's Confidential and Special Investigators. The EEO Office met with and presented these findings to DOI's leadership team and Human Resources. Strategies to address underutilization are discussed in Sections IV.A and IV.B of this report.

Recruitment Initiatives/Strategies #2 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

B. Recruitment Efforts for Civil Service Exams

Pursuant to Local Law 28 (of 2023), list all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
1	9/26/2025	Baruch College	Manhattan
1	9/26/2025	Columbia University	Manhattan
			[Select Borough]

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Quarter #	Event Date	Event Name	Borough
			[Select Borough]

Pursuant to Local Law 28 (of 2023) list actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx				
Brooklyn				
Manhattan	500			
Queens				
Staten Island				

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

1. Q1 – External Job Sites – LinkedIn, lawjobs.com, Indeed, and Professional Diversity Network. Through external postings, DOI seeks to attract minority applicants and has successfully hired employees through external postings.
2. Q1 – Job Fairs – at SUNY and CUNY schools, as well as private colleges and law schools. DOI’s Career Development Unit and Human Resources actively participates in job fairs at local colleges and universities. DOI seeks to attract minority and female applicants and has successfully hired employees through job fairs.
3. Q1 – Affinity Group – at schools and minority bar associations. DOI’s Career Development Unit and Human Resources engage with Affinity Groups at local colleges and universities as well as minority bar associations. DOI seeks minority applicants and has successfully hired employees through Affinity Group engagements.
4. [\[Source\]](#)
5. [\[Source\]](#)

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2026.

[Note: Please update this information every quarter.]

1. Urban Fellows: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
3. Summer College Interns: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

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4. Summer Graduate Interns: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
5. Fall College Interns: Q1 Total: 11 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
6. Fall Graduate Interns: Q1 Total: 3 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

Additional comments:

Click or tap here to enter text.

E. 55-A Program

The **55-a Program** is established under Section 55-a of the New York State Civil Service Law. It aims to provide employment opportunities for individuals with certified mental or physical disabilities, allowing them to be hired into competitive civil service positions without the requirement of passing a civil service exam.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities:

Yes **No**

Currently, the agency employs the following number of 55-a participants:

Q1 (09/30/2025): 0 **Q2** (12/30/2026): (#)
Q3 (03/30/2026): (#) **Q4** (06/30/2026): (#)

During the 1st Quarter, a total of 0 new applications for the program were received.

During the 1st Quarter 0 participants left the program due to *[State reason]*.

During the 2nd Quarter, a total of (#) new applications for the program were received.

During the 2nd Quarter (#) participants left the program due to *[State reason]*.

During the 3rd Quarter, a total of (#) new applications for the program were received.

During the 3rd Quarter (#) participants left the program due to *[State reason]*.

During the 4th Quarter, a total of (#) new applications for the program were received.

During the 4th Quarter (#) participants left the program due to *[State reason]*.

The 55-a Coordinator has achieved the following goals:

Disseminated 55-a information:

by e-mail:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
in training sessions:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
on the agency website:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
in agency newsletter:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other:		

Other Goals (if applicable):

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VI. Hiring and Promotion

Please review Section VI of your FY 2026 EEO Plan and describe your activities for this quarter below:

Please list additional **Hiring and Promotion Strategies and Initiatives** which you set/declared in your FY 2026 EEO Plan (e.g., *use of the objective structured interview practices, EEO Office approval of interview questions, review of e-hire applicant data to ensure there was broad outreach that yielded a diverse applicant pool*).

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	21	13	15
Q2	(#)	(#)	(#)
Q3	(#)	(#)	(#)
Q4	(#)	(#)	(#)

Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
1. Reviewing the methods by which candidates are selected for a promotions, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)
2. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.
3. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)
4. Other:

VII. Training

Please provide your training information in the FY 2026 Part II template (in MS Excel). For Q2, Q3 and Q4, retain all data from previous quarters in your Part II report.

VIII. Reasonable Accommodations

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD) : <https://a856-ceeds.nyc.gov>

The agency has entered all Reasonable Accommodation requests and dispositions in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously:

Q1: Yes No Q2: Yes No

Q3: Yes No Q4: Yes No

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Complaint Reporting

The agency has entered the sexual harassment complaints in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: Yes No Q2: Yes No

Q3: Yes No Q4: Yes No

The agency has entered **all other EEO complaints** in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: Yes No Q2: Yes No

Q3: Yes No Q4: Yes No

The agency ensures that complaint investigations are closed within 150 days (i.e., 90 days to conduct the investigation, 30 days to draft the report, and 30 days for the agency head to make a determination).

Report all EEO complaints and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

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Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

X. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit:
- Attach the audit recommendations by EEPC or the other auditing agency.
- If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- The agency received a Certificate of Compliance from the auditing agency in 2024 or 2025.
→ **Please attach a copy of the Certificate of Compliance from the auditing agency.**

Appendix A. EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2026

Personnel Changes this Quarter: 0		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
For New EEO Professionals:			
Name & Title	1.	2.	3.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)

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Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): _____	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): _____	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): _____
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) _____	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) _____	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) _____
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): _____	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): _____	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): _____

Personnel Changes: Yes No

EEO Training Completed within the last <u>two years</u>, including the current quarter (EEO Officer and D&I Officer, respective Deputies, and all new EEO Professionals):		
Name & EEO Role	1. Philip Hung, EEO Officer	2. Patrick McGrath, Deputy EEO Officer
Completed EEO Trainings:		
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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[Continued] EEO Training completed within the last two years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):

Name & EEO Role:	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide the full mailing address of the principal Agency EEO Office:

MAILING ADDRESS: 180 Maiden Lane, 24th Floor | New York, NY 10038

EEO and D&I Staffing as of 1st Quarter FY 2026

The City EEO Policy requires there be only one leader of the EEO Office serving in the “EEO Officer” capacity and that there be only one Deputy EEO Officer.

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer	Philip Hung	Inspector General	phung@doi.nyc.gov	212-825-2848
Deputy EEO Officer	Patrick McGrath	Confidential Investigator	pmcgrath@doi.nyc.gov	212-825-3722
Diversity & Inclusion Officer (or a similar business title)	Kaytlin Simmons	Deputy Commissioner	ksimmons@doi.nyc.gov	212-825-2407
Executive Order 59 Chief Diversity Officer/Chief MWBE Officer	Kaytlin Simmons	Deputy Commissioner	ksimmons@doi.nyc.gov	212-825-2407

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<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
ADA Coordinator	Shayvonne Nathaniel	Administrative Manager	snathaniel@doi.nyc.gov	212-825-5939
Disability Rights Coordinator	Shayvonne Nathaniel	Administrative Manager	snathaniel@doi.nyc.gov	212-825-5939
Disability Services Facilitator	Shayvonne Nathaniel	Administrative Manager	snathaniel@doi.nyc.gov	212-825-5939
55-a Coordinator	Shayvonne Nathaniel	Administrative Manager	snathaniel@doi.nyc.gov	212-825-5939
EEO Counselor	Celeste Sharpe Gladys Cambi Laura McCalla Shameika Nixon Katherine O'Toole Anais Holland-Rudd	Deputy Counsel Dep. Inspector General Confidential Investigator Confidential Investigator Special Investigator Associate Gen. Counsel	csharpe@doi.nyc.gov gcambi@doi.nyc.gov lmccalla@doi.nyc.gov snixon@doi.nyc.gov kotoole@doi.nyc.gov aholland-rudd@doi.nyc.gov	718-901-6675 212-825-3240 212-825-2892 212-825-0812 212-825-3711 212-825-0142
EEO Investigator	None Designated			
EEO Counselor/Investigator	None Designated			
Investigator/Trainer	None Designated			
EEO Training Liaison	Philip Hung Patrick McGrath	Inspector General Confidential Investigator	phung@doi.nyc.gov pmcgrath@doi.nyc.gov	212-825-2848 212-825-3722
Other (specify)				
Other (specify)				

Note: Changes (new personnel filling the specified role). You may insert additional entries as needed. If there is an EEO Office or D & I Office role that your staff performs that is not on the list above, you may indicate it on the chart.