



# Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)

## Fiscal Year 2026

**Landmarks Preservation Commission**

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## **I. Introduction**

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the Landmarks Preservation Commission will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women.

## **II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).**

The Landmarks Preservation Commission is an Equal Opportunity Employer. The Landmarks Preservation Commission prohibits Discrimination and harassment of any kind. Landmarks is committed to the principle of equal opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. Landmarks has worked with DCAS to ensure that employment decisions including administering the civil service exam are based on business needs, job requirements and individual qualifications without regard to race, color, religion or belief, national, social or ethnic origin, sex ( including pregnancy), age, physical , mental disabilities, HIV status, sexual orientation, gender identity and or expressions, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status or ana other status protected by the City of New York.

Our transition leadership team will continue our efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we serve.

Our team will work on recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning to arrive at a diverse and vibrant work force.

We continue to timely comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer Lily Fan and other EEO personnel will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees. The EEO officer e-mails employees with training reminders monthly. The EEO Plan when finalized with be posted in the Public drive under Employee Resources for all employees to review. In addition the Plan is published in DORIS as a public publication.

During this Fiscal Year 2026, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment

opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

This statement is the same as last year.

**NOTE:** If this statement has been in use for more than two years the Agency Head should issue a revised statement.

This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.

Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

### **III. Recognition and Accomplishments**

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. The Agency supported staff to ensure everyone completed mandatory training by providing reminders, space and time to complete the training.
2. The Landmarks Preservation Commission strives to ensure that vendors are minority and women owned business enterprises. Each year we employ the services of approximately eleven MWBE businesses including process server, support services, administrative services, computer services, offices supplies and editorial services.
3. Landmarks has strived to work with DCAS to make sure that all criteria of the civil service examination are job related and inclusive to attract a broad category of applicants
4. The agency conducted civil service workshops for college and university students to promote the civil service examination for Landmarks Preservationist.
5. LPC regularly hosts and participates in agency and citywide internship programs, including the Summer Youth Employment Program (SYEP), Adolf Placzek Fellowship and Design Trust Internship, which allow a diverse group of students to learn more about LPC and our work.

## IV. Workforce Review and Analysis

Total Headcount: 75

Unknown Race/Ethnicity    Unknown Gender    Unknown Both 1

Pursuant to Local Law 27 (2023) \*\* provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*\*\* Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).<sup>1</sup>*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field of work, when such group is protected by the employment related provisions of the City's Human Rights law, and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.

- Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

### a) Analysis of Agency Compensation Data:

In FY 2026, LPC will conduct an analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the titles LPC uses. Looking at historical data on compensation, there is no pay disparity. The majority of the LPC staff are Preservation scientists and their compensation conforms to collective bargaining agreements and the Mayor's Personnel Orders. There are two main title

<sup>1</sup> Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

categories- one is Level I and one is Level II. Preservationists who received a promotion to Level II do not have pay disparity amongst one another. Preservationists who are Level I do not have pay disparity. There is a title of Assoc LP (only one employee) and Administrative LP (managers)

b) Indicators of Occupational Segregation:

There are two title categories- one is Level I and one is Level II. Preservationists who received a promotion to Level II do not have pay disparity amongst one another. Preservationists who are Level I do not have pay disparity.

c) Actions undertaken to reduce occupational segregation considering previous analyses:

2. [Indicate, below, all steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means. Check all appropriate boxes.]

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

3. Review and Analysis of Workforce Reports

[Indicate below your agency process in reviewing and analyzing quarterly workforce reports (CEEDS reports). Check the appropriate boxes to indicate the units involved and the frequency of reviews.]

**Note:** If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

- The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.



- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g. hiring patterns in specific job titles).

The EEO officer conducts workforce review with the following agency units:

**Agency Head**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**Human Resources**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**General Counsel**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**Other (specify): Executive Director\_**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

## **V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026**

### **A. WORKFORCE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.**

LPC's goals are to diversify the work force, especially the preservation professional.

LPC also wishes to reach out to the high school students and encourage them to consider a career in historic preservation.

#### **Planned Programs, Initiatives, Actions aimed at Workforce:**

Landmarks Preservation Commission (LPC) will continue to address underutilization in FY 2026.

LPC does not have underutilization in its discretionary titles. The only underutilization we are experiencing is in a civil service title (Social scientist). The civil service examination was given in Spring 2024 and the resulting list was established in October 2024. As stated above, LPC advertises civil service exams and positions widely to attract a diverse pool of applicants, as well as engaging with students to increase diversity in the field. As to this fiscal year, the civil service list has not yet been exhausted and any new hires for preservation will be off that list.

LPC circulates postings to all universities including Historical Black Colleges (HBCs), non-profit preservation organizations and through our various social media outlets. Recruitment efforts also include posting vacancies for competitive titles on NYC at Work and working with the Mayor's Office of People with Disabilities (MOPD).

All efforts are made to diversify our work force. The agency advertises civil service exams, and advertises open positions in City Jobs and includes a statement that the City of New York and the Landmark Preservation Commission are equal opportunity employers.

Because the students who chose Preservation are not as diverse as the general population, efforts at outreach are being made to high school students to chose



the field. Incumbent employees are encouraged to take civil service examinations for career advancement and permanent status.

**B. WORKPLACE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.**

Landmarks goals are to encourage employee participation in decision making to create a responsive and inviting work environment.

**Planned Programs, Initiatives, Actions aimed at Workplace:**

We will encourage job retention and satisfaction through appropriate use of annual leave so staff can attend relevant seminars. Certain seminars are considered conference days and employees do not have to take leave. Certain seminars (overseas) are not considered conference days.

Employees are encouraged to join and participate in employee resource groups. Currently we have two ERGs: Employees of Color and New Parents.

LPC hold monthly Staff Enrichment meetings to encourage open communications to provide educational programs and to encourage an opportunity for staff to share their accomplishments.

LPC has a language group working on fair and inclusive language in our publications.

LPC celebrates heritage months in its social media and newsletters.

LPC highlights staff's accomplishments, work and activities in the LPC newsletter, particularly when the events or work are diversity focused.

Landmarks seeks feedback from the workforce by encouraging EWG Employee Work groups.

- Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

1. Employees of Color

2. New Parents
3. Compost Committee
- 4.
- 5.

Agency does not presently have any ERGs.

Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee

Agency has an active Diversity Committee/Council

Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy

Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

**C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM**

**State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.**

Landmarks goals are to provide good customer service to a broad range of public. Landmark strives to provide language access to the public who have limited English proficiency. Landmark will continue to designate in diverse neighborhoods.

**Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:**

Employees are instructed to provide good customer service to the public regardless of socio-economic, cultural, gender, ethnic, disabled, veteran, senior, LGBT, religious and other statuses.

In accordance with Executive Order No. 120 (7/22/08) LPC will ensure that persons with Limited English Proficiency (LEP) shall have access to services by implementing language assistance plans. One of many steps LPC takes is to meet

the LEP applicant/owner onsite to assist the LEP applicant in understanding LPC requirements and procedures and to provide guidance on how to have a successful application process. In addition, LPC provides interpreters and devices for interpretation at community and owner outreach meetings.

Designations are an ongoing core responsibility of the agency. LPC will continue to engage staff in work on designations that share the diverse history of New York City and ensure that we are telling the stories of all New Yorkers through our designations.

LPC will designate staff to engage in strategic surveys and inclusive research to develop a pipeline of designations in underrecognized communities.

LPC assigns teams of staff to work on new educational tools to share the diverse history of New York City, including story maps and social media campaigns that engage staff across multiple departments and makes the history of the city accessible to all New Yorkers.

Outreach to Community High Schools to introduce Landmarks Preservation initiatives and ideas at a young age.

LPC has created Employee Working Groups, tasked with looking at diversity and equity in our work and workplace, including a group working on agency language and a group working on increasing diversity in the agency and in the field.

LPC holds an annual staff retreat to foster inclusion and relationship building.

As a result of a prior focus group meeting, LPC has created Employee Working Groups, tasked with looking at diversity and equity in our work and workplace, including a group working on ensuring that we are using culturally sensitive language in our reports and publications, and a group working on increasing diversity in the agency and in the field of historic preservation.

In FY 2026, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBEs)
- Expand language services for the public

## VI. Recruitment

### A. Recruitment Efforts

At LPC we have no underutilizations for discretionary hires. We are experiencing underutilization of social scientist work category which is a position filled by a civil service examination.

To promote and advertise our civil service exam- we conducted virtual information sessions for Historic Preservation graduate students.

Outreach to Community High Schools to introduce Landmarks Preservation initiatives and ideas at a young age.

Share postings with historic preservation educators and special interest groups.

### B. Recruitment for Civil Service Exams

LPC only has one civil service examination- for social scientist (Landmark Preservationist)

Employees in non-permanent titles are encouraged to take upcoming civil service exams.

Exam was administered in Spring 2024. Eligibility list was made public in October 2024.

List is still currently active.

List any planned recruitment events for FY 2026 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
	N/A	

List planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	
Other (include online)	

## C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversify your workforce.]

1. Advertise on LPC website, candidate from preservation field have been hired though this source.
2. Advertisement on PreserveNet; candidates from around the country have responded to these postings. Previous hires from this source.
3. Advertise on CityJobs; candidates from other city agencies have responded to these posting. Previous hires from this source.
4. Reaching out to schools beyond preservation and planning; Reaching out to CUNY schools, sharing postings with local neighborhood groups and other contacts, including city contacts.
5. LPC is working with DCAS in the administration of the Civil Service examinations so that preservationist can qualify through a civil service list and widely advertising the exam schedules to reach diverse groups of applicants. LPC has worked hard to eliminate any requirements that are not based upon actual work related needs (e.g. ability to read blueprints, ability to distinguish historic details on facades)

## D. Internships and Fellowships

The agency provided the following internship opportunities in FY 2026:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
6. Other (specify): Placzek Fellowship	1	White	M __ F1 Non-Binary __ Other __ Unknown __
7. Other (specify):Design Trust	1	Asian	M _1 _ F- Non-Binary __ Other __ Unknown __
8. Other (specify): SYEP Ladder for leaders	4	3 Asian, 1 Hispanic	M -2_ F-2 Non-Binary __ Other __ Unknown __

## 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 0 [number] 55-a participants. [Enter '0' if none]
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 1 participants left the program due to [state reasons] \_\_\_\_\_.

The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under §55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law §65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants

The goals of the 55-a Coordinator for FY 2026 are:

1. LPC will utilize MOPD for potential candidates
2. LPC disability coordinator will participate in job fairs to recruit 55-a candidates and explain procedures for the 55-a program

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

## **VII. Selection (Hiring and Promotion)**

### **A. Career Counselors**

The Career Counselor will: maintain contact with the DCAS Office of Citywide Recruitment and provide job posting to agency employees if a relevant job posting appears.

Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).

Promote employee awareness of opportunities for promotion and transfer within the agency.

Encourage the use of training and development programs to improve skills, performance, and career opportunities.

Provide information to staff on both internal and external Professional Development training sources.

Explain the civil service process to staff and what it means to become a permanent civil servant.

Provide technical assistance in applying for upcoming civil service exams.

Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.

### **B. New Hires and Promotions**

In FY 2026 the agency will do the following:

Review, revise and/or develop a protocol for in-title promotions and salary increases. Publicly post announcements for all positions, including senior level positions.

Actively reach out to networks of underrepresented groups as part of its outreach. Ensure promotion justification is included in all promotion requests.

Most employees receive promotions and salary increases upon taking on additional tasks- especially new areas of review (such as religious properties, new technologies such as 5G antennas, solar panels)

There have been two promotional opportunities in the past two fiscal years.

### **C. EEO Role in Hiring and Selection Process**

In FY 2026, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Be available for consultation on vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns as well as language that is age-inclusive).
- Refer hiring managers to Structured Interviewing and Unconscious Bias training.
- Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested for an interview.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: \_\_\_\_\_

### **D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2026.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any protected category groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VIII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	75	Before 6/30/26
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 8 runs between September 1, 2025 – August 31, 2026)	75	Before 8/31/26
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	75	Before 3/31/26
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All hiring managers	1	
9. Other (specify)			
10. Other (specify)			

## IX. Reasonable Accommodation

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- The Agency Head or designee reviews and grant or deny issues a written determination on appeals within 15 business days after submission of the appeal.
- If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the Agency Head's designee<sup>2</sup> : Lisa Kersavage, Executive Director
- The designee reports directly to the Agency Head.
- The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

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<sup>2</sup> **To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated** to review appeals of reasonable accommodation decisions.

## **X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders**

### **A. Local Law 92 (2018): Annual Sexual Harassment Prevention training**

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 8 – September 1, 2025 – August 31, 2026) as indicated in the Section VII Training above.

### **B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting**

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### **C. Local Law 121 (2020): Age Discrimination Training; Local Law 14 (2024): Anti-racism and Anti-racial Discrimination Training**

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII Training above.

### **D. Local Law 27 (2023): Access to Workplace Facilities**

- Employees have access to gender appropriate bathrooms and lactation rooms.
- Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2025.

- Reassignment
- Modification of Work Schedule
- Flexible leave
- Modification or Purchase of Furniture and Equipment
- Modification of Workplace Practice, Policy and/or Procedure
- Grooming/Attire

**E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2026**

- List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

**F. Local Law 27 (2023): Workforce Information Report for FY 2025**

- The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

**G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government**

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan].

- The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

**H. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the second year of the training cycle, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the single-sex facility (e.g., Restroom Access) notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## XI. Audits and Corrective Measures

- The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to CEI an amendment letter, which shall amend the agency plan for FY 2025 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

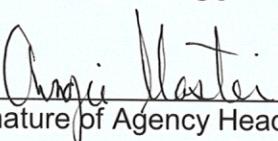
## XII. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan ("EEO Plan") is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)<sup>3</sup>.

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency's efforts during the previous quarter to implement the agency's EEO Plan.

Angie Master, Vice Chair  
Print Name of Agency Head

Email: dangiemast@gmail.com

  
Signature of Agency Head

11/13/26  
Date

<sup>3</sup> Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

## Appendix A: Contact Information for Agency EEO Personnel and Career Counselors\*

### Agency EEO Office mailing address:

253 Broadway 11<sup>th</sup> floor  
New York, New York 10007

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Lily Fan	LFan@lpc.nyc.gov	
2.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Akeem Bashiru	Akebashiru@lpc.nyc.gov	
3.	<b>ADA Coordinator</b>	Stephanie Yang	steyang@lpc.nyc.gov	
4.	<b>Disability Rights Coordinator</b>	Lily Fan	LFan@lpc.nyc.gov	
5.	<b>Disability Services Facilitator</b>	Stephanie Yang	steyang@lpc.nyc.gov	
6.	<b>55-a Coordinator</b>	Stephanie Yang	steyang@lpc.nyc.gov	
7.	<b>EEO Counselor(s)</b>	John Weiss	JWeiss@lpc.nyc.gov	
8.	<b>EEO Counselor(s)</b>	Anela Layugan	alayugan@lpc.nyc.gov	
9.	<b>Career Counselor(s)*</b>	Stephanie Yang	steyang@lpc.nyc.gov	
10.	<b>Other (specify)</b>			
11.				
12.				