**FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report**

# Part I: Narrative Summary

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| **Agency Name**: \_\_Department of City Planning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **☐ 1st Quarter (July -September), due November 17, 2023 ☐ 2nd Quarter (October – December), due January 30,2024**  **☐ 3rd Quarter (January -March), due April 30, 2024 ☒ 4th Quarter (April -June), due July 30, 2024**  **Prepared by**:    David Machado EEO Officer [dmachado@planning.nyc.gov](mailto:dmachado@planning.nyc.gov) 212-720-3414 Click or tap here to enter text. \_ \_\_\_\_\_\_\_\_ \_\_\_\_\_  Name Title E-mail Address Telephone No.  **Date Submitted**: \_\_\_\_\_7/30/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***FOR DCAS USE ONLY:*** ***Date Received****:* |

# Instructions for Filling out Quarterly Reports FY 2024

**[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024.**

**For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 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 previous quarter’s submission to update their 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 the Annual Plan]**

1. Please save this file as “**XXXX Quarter X FY 2024 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, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

1. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
2. Please save the Excel file as **“XXXX Quarter X FY 2024 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**.

# Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): \_\_\_\_9/5/2023\_\_\_\_\_\_\_\_\_\_\_\_ ☐ No

☒ By e-mail

☐ Posted on agency intranet and/or website

☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Recognition and Accomplishments

**The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:**

☒ Diversity, equity, inclusion and EEO Awards

☒ Diversity, equity, inclusion and EEO Appreciation Events

☐ Public Notices

☐ Positive Comments in Performance Appraisals

☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* **Please describe DEI&EEO Awards and/or Appreciation Events below:**

* In Q4 FY 24, the EEO Office released a Heritage Month newsletter, celebrating Arab and Scottish American Heritage Month in April.
* In Q4 FY 24, the EEO Office released a Heritage Month newsletter, celebrating Jewish, Haitian, Asian American, and Pacific Islander Heritage Month in May.
* In Q4 FY 24, the EEO Office spotlighted two staff members in recognition of Asian American, and Pacific Islander Heritage Month in May.
* In Q4 FY 24, DCP for Racial Equity (DCPRE), organized an AAPI leadership in Planning Panel that discussed topics in Planning addressing past harms.
* In Q4, the EEO Office created an internal DEI Heritage Calander highlighting the various DEI holidays for 2024. The calendar is accessible to all staff via the intranet.
* In Q4 FY 24, the EEO Office spotlighted staff in recognition of Pride Month in June.
* In Q4 FY 24, DCP staff collaborated with and joined the Parks Department in the 2024 Pride Parade.
* In Q4 FY 24, DCP released a staff survey to help understand the concerns and needs of current staff so as to help design programs and initiatives to help address needs and concerns.
* In Q3 FY 24, the EEO Office prepared a Lunar Message for the Executive Team to share with staff to help bring awareness to the celebration and highlight events occurring in NYC to celebrate the new year.
* In Q3 FY 24, the EEO Office celebrated Black History Month by hosting a tour for staff of the African Burial Ground and museum.
* In Q3 FY 24, the EEO Office spotlighted two staff members in recognition of Black History Month.
* In Q3 FY 24 DCPRE hosted an all-agency “Art Extravaganza” for Black History Month to help highlight black artists.
* In Q3 FY 24, the EEO office prepared an e-mail flyer highlighting the Irish American and Greek American Heritage months and the ways staff could celebrate across NYC.
* In Q3 FY 24, the EEO Office hosted a guided tour of the “Women’s Work” exhibit at the New York Historical Society in celebration of Women’s History Month.
* In Q3 FY 24, the EEO Office spotlighted two staff members in recognition of Women’s History Month.
* In Q3 FY 24, Women’s Employee Resource Coalition (WERC) at DCP hosted a collage and connect event to celebrate Women’s History Month.
* In Q3 FY 24, WERC hosted a month-long “lunch series” where issues around women’s rights in the workplace were discussed.
* In Q2 FY 24, The EEO Office collaborated with our employee groups, DCP for Racial Equity (DCPRE) and Boosters to host a diversity potluck for Thanksgiving.
* In Q2 FY 24, DCP for Racial Equity (DCPRE) continued its “DCPRE Speaker Series.” In October, Peggy Shepard co-founder and executive director of WE ACT for Environmental Justice was invited to speak on the topic of environmental justice and climate change.
* In Q2 FY 24, DCP’s Community Boosters hosted staff-led weekly walks exploring various historic points of lower Manhattan. These walks also encouraged thoughtful reflection of the effects of Zoning resolutions in the space around us.
* In Q2 FY 24, DCP’s Community Boosters hosted its second annual “no bake, bake off” competition where staff participated in a holiday theme baking competition among each other.
* In Q2 FY 24, DCP’s Community Boosters hosted its annual Halloween “spook-off” costume competition for all staff.
* In Q1 FY 24, DCP for Racial Equity (DCPRE) Reading group, hosted a virtual discussion on gentrification and displacement with the author of “Gentrifier” John Joe Schlichtman. “Gentrifier” takes a close look at the socioeconomic factors and individual decisions behind gentrification and their implications for the displacement of low-income residents.
* In Q1 FY 24, DCP for Racial Equity (DCPRE) invited staff to participate in the Queens Night Market. The night market featured up to 100 independent vendors selling merchandise, art, and food. It also featured small- scale performances, all celebrating the rich cultural diversity and heritage of NYC and Queens.
* In Q1 FY 24, the agency spotlighted two employees for Hispanic Heritage Month. These employee spotlights are intended to promote inclusion and bring awareness to the very talented and diverse employees at DCP.
* In Q1 FY 24, DCP for Racial Equity (DCPRE) continued its “DCPRE Speaker Series.” In August, Eleanor Sharpe (Executive Director of the Philadelphia City Planning Commission) spoke to staff about how the City of Philadelphia plans and manages its newfound growth and more importantly, how they apply a racial equity framework throughout the city’s operations and specifically planning.
* In Q1 FY 24, DCP held its annual All Agency Picnic and Awards. During the event, DCP recognized employee Stephane Pierre for his efforts and commitment to Racial Equity.
* In Q1 FY 24, August, DCP hosted its All Agency on Governors Island. During this event, DCP recognized multiple staff members for the work that they have done and their commitment to the agency. During the event, DCP recognized Stephane Pierre with the Chair’s Diversity & Inclusion Award for his efforts and commitment to Racial Equity.
* In Q1 FY 24, September/ October, during Hispanic Heritage Month, the office of EEO shared the EEO Spotlight, highlighting the good work being performed by employees of Hispanic heritage.
* In Q1 FY 24, September/ October, the Office of EEO hosted a guided tour of the Hispanic Heritage Museum located at 613 w155th St.
* In Q1 FY 24, DCP’s Community Boosters hosted staff-led weekly walks exploring various historic points of lower Manhattan. These walks also encouraged thoughtful reflection of the effects of Zoning resolutions in the space around us.
* In Q1 FY 24, DCP for Racial Equity (DCPRE) continued its “DCPRE Speaker Series.” In July, Nina Idemudia (Chicago Department of Planning and Development – Director – Chicago Recover Plan) and Munira Mithaiwala (Senior Program Manager - Department of Planning and Development - Chicago Recovery Plan) discussed how the Chicago Planning Department ARP program uses different strategies to build a pipeline of community and economic development projects of all shapes and sizes. Participates were able to learn how to mitigate barriers for grant applicants, use technology and subject matter experts to select the strongest and best projects, and leverage data collected over the course of the program to ensure goals are met

# Workforce Review and Analysis

1. **Agency Headcount as of the last day of the quarter was:**

Q1 (9/30/2023): \_\_\_\_315\_\_\_\_\_\_ Q2 (12/31/2023): \_\_\_\_\_324\_\_\_\_\_ Q3 (3/31/2024): \_\_\_315\_\_\_\_\_\_\_ Q4 (6/30/2024 ): 330\_\_\_\_\_\_\_\_\_\_

1. **Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.**

☒ Yes On (Date): \_\_ 4/11/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ Yes again on (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ 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

1. **The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer 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.**

☒ Yes - on (Dates): Q1 Review Date: \_\_\_9/22/23\_\_\_\_\_ Q2 Review Date: \_\_\_\_1/11/24\_\_\_\_ Q3 Review date: \_\_\_4/8/24\_\_\_\_ Q4 Review date: \_\_\_\_\_7/15/24\_\_\_

**The review was conducted with:**

☒ Agency Head ☒ Agency Head ☒ Agency Head ☒ Agency Head

☒ Human Resources ☒ Human Resources ☒ Human Resources ☒ Human Resources

☐ General Counsel ☐ General Counsel ☐ General Counsel ☐ General Counsel

☒ Other \_coo\_\_\_\_\_\_\_\_\_ ☒Other \_\_coo\_\_\_\_\_\_\_\_ ☒ Other \_\_\_coo\_\_\_\_\_\_\_ ☒ Other \_\_ coo\_\_\_\_\_\_\_\_

☐ Not conducted ☐ Not conducted ☐ Not conducted ☐ Not conducted

# EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

**Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.**

1. **Workforce:**

Please list the **Workforce Goal(s)** included in *Section IV:*  *Diversity, Equity, Inclusion and EEO Initiatives for FY 2023,* which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. *Leverage vacancies to address the underrepresentation of BIPOC staff and women in certain roles within the agency, including leadership positions. Support strategies include: (1) Continued drive to ensure a diverse internship program that attracts historically underrepresented groups in Planning and aggressive networking and (2) Qualitative assessment across industry stakeholders around strengths and gaps to attract a diverse senior candidate pool in comparison to competitors across other city agencies and the private sector.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, the agency continued its recruitment efforts to focus on increasing the diversity of the agency. In Q4, 60% of all new hire at DCP identified as women, and almost half identified as BIPOC.
* In Q3 FY 24, the agency continued its recruitment efforts to focus on increasing the diversity of the agency. In Q3 DCP recruitment and hiring efforts led to a majority BIPOC summer internship class, which will begin June 2024.
* In Q2 FY 24, the agency continued its recruitment efforts to focus on increasing the diversity of the agency. In Q2 67 % of all new hires identified as BIPOC and 75% of all new hires identified as women.
* In Q2 FY 24, the agency’s efforts to onboard additional staff were limited due to budgetary limitations.
* In Q1 FY 24, the agency continued and concluded the summer internship program. This year’s program included 23 summer interns, all from diverse backgrounds and abilities. Of the summer interns, 52% identified as BIPOC and 65% of the summer interns were women. Participants were able to gain valuable work experience and insight in the planning field.
* In Q1 FY 24, the agency successfully onboarded 22 new hires. Of those new hires (31%) identified as BIPOC and 11(50%) identified as women.
* In Q1 FY 24, the agency’s efforts to onboard additional staff were restricted due to budgetary limitations.
* In Q1, FY 2(40%) of the agency’s 10 promotions were minorities and 6 (60%) of those promoted identified as women.
* To measure the effectiveness of these actions, EEO regularly consults with Human Capital and our ERGs to determine the effectiveness of this goal

**Workforce Goal #1 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

1. *Provide professional development growth offerings for staff who are underrepresented in the Planning profession as a measure to help diversify the planning profession, provide growth opportunities, and retain BIPOC staff within the agency.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, DCP continued with its first cohort of training for all DCP managers. In Q1 FY 25 the second cohort of DCP managers will begin leadership training.
* In Q3 FY 24, DCP completed its first cohort of training for all DCP managers. The first round of training was done in collaboration with DCAS, which focused on intentional leadership best practices. Additional managerial training will continue into FY 24 – 25.
* In Q3 FY 24, the Professional Development and Training Division hosted several professional development and continuing educational sessions for staff:
  + - * January 10, Lunch & Learn on rezoning lookbacks; February 7, DCP CD Needs and Budget Requests; February 27, New CEP Activities and Resource Library; March 7, Housing Opportunity Coordination; March 15, HPD Fair Housing presentation.
* In Q2 FY 24, the agency Career Counselor provided regular updates to staff on upcoming Civil Service Open Competitive and Promotional Exams.
* In Q2 FY 24, the Professional Development and Training Division hosted several professional development and continuing educational sessions for staff:
  + - On October 28, Professional Development and Training hosted a training on how City Planners can work with Community Boards. – The session discussed the role of CBs as they relate to our work programs and the internal resources and tools available to support DCP staff who are working with them. ￼
    - On December 4, Professional Development and Training hosted an information session in collaboration with the United States Census Bureau – the session provided details about the newly proposed ways to track and report race and ethnicity in the next census.
* In Q1 FY 24, the agency Career Counselor provided regular updates to staff on upcoming Civil Service Open Competitive and Promotional Exams.
* In Q1 FY 24, Professional Development and Training hosted Biodiversity and Population Speaker Series:
  + - * On July 28, Continuing Education- Exploring the field of Biodiversity- what it is, why it is important to the future of cities and what we can do as an agency to address the challenges facing the sustainability of our cities and the diverse, rich, and vital ecosystems that support NYC.
      * On August 28, Continuing Education- How can public Outreach help us advance our biodiversity goals. During this segment of the biodiversity series, the speakers discussed why education and engagement are important tools in our biodiversity toolbox and how a shared understanding of what biodiversity is and its role in our lives has the power to shape what a more biodiverse NYC could look like.
      * On September 27, Lunch and Learn- Contextualizing declines in NYC’s Black and White populations highlighting the impact of changes to the census questionnaire and coding methodology.
* In Q1, DCPRE hosted the DCPRE Speaker series:
  + - * On August 25, Speaker Eleanor Sharpe, Executive Director of Philadelphia’s City Planning Commission, discussed how the City of Philadelphia plans and manages its newfound growth and more importantly, how they apply a racial equity framework throughout the city’s operations and specifically to city planning. \*\*\* APA member attendees of this series were eligible for AICP Credit. \*\*\*
      * On July 21, Speakers Nina Idemudia, Director at Chicago’s Department of Planning and Development, and Munira Mithaiwala, Senior Program manager for Chicago’s Department of Planning and Development, discuss how to mitigate barriers for grant applicants, use technology and subject matter experts to select the strongest and best projects, and leverage data collected over the course of the program to ensure goals are met.
* In order to measure the effectiveness of these actions, we review attendance and participation as well as review the employee attrition rate.

**Workforce Goal #2 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

1. *Mitigate implicit bias in the hiring and selection process by developing and mandating a structured hiring framework across the agency with the goal of increasing diversity across job groups within the agency. This will include but not be limited to mandatory structured interview training for all hiring managers, structured interviews for all hiring and promotion positions, and interview panels.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, the agency continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process.
* In Q3 FY 24, the agency continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process.
* In Q2 FY 24, the agency continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process.
* In Q2 FY 24, the agency leadership team and EEO Officer reviewed all hiring and promotional decisions to make sure that such decisions were made in compliance with proper hiring practices and DEI goals/initiatives. Hiring and promotions were very limited in Q2 FY 24 due to budgetary limitations.
* In Q1 FY 24, the agency continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process.
* In Q1 FY 24, the agency utilized the Civil Service list for hirings and will continue to do so throughout FY24. Conducted a hiring pool in August of 2023 for the title of City Planner.
* In Q1 FY 24, the agency leadership team and EEO Officer reviewed all hiring and promotional decisions to make sure that such decisions were made in compliance with proper hiring practices and DEI goals/initiatives. This will continue throughout FY 24.
* To measure the effectiveness of these actions, EEO regularly consults with Human Capital and our ERGs to determine the effectiveness of this goal.

**Workforce Goal #3 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Efforts to reduce Workforce underutilization:**

**Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

* + - During weekly EEO / Recruitment Candidate Selection review, hiring managers including the agency EEO Officer review proposed candidates with a lens on diversity and inclusivity. This review includes a review of the proposed role and job category compared with identified underutilized job groups from CEEDS data.
    - The agency EEO Officer meets with the head of HR to review pending and upcoming Job vacancies for possible barriers to entry that could result in further underutilization of historically underrepresented groups.

1. **Workplace:**

**Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024,* which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

* + - 1. *Use the Professional Development & Training programs as a platform to reduce barriers between Divisions, foster interaction between public-facing and Central staff, share Agency knowledge and practices broadly, and provide opportunities for all staff to share their knowledge and hone their presentation skills.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, the Professional Development and Training Division hosted several professional development and continuing educational sessions for staff:
  + - * April 2, Principles of Good Urban Design, April 11, LPC presents Landmarks Evolving –Collaboration with Landmarks Preservation Commission, April 24, collaboration with NYCEDC - Public-Private Partnerships, and Willets Point, May 14, City of Yes Housing Opportunities Environmental Review Findings, June 5, collaboration with Parks Dep. - NYC Parks presents Planning at Parks.
* In Q3 FY 24, DCP continued its first cohort of training for all DCP managers. Second Cohort of managers will be leadership training in Q1 FY 25.
* In Q3 FY 24, DCP continued its first cohort of training for all DCP managers. The first round of training was done in collaboration with DCAS, which focused on intentional leadership best practices. Additional managerial training will continue into FY 24 – 25.
* In Q3 FY 24, the Professional Development and Training Division hosted several professional development and continuing educational sessions for staff:
  + - * January 10, Lunch & Learn on rezoning lookbacks; February 7, DCP CD Needs and Budget Requests; February 27, New CEP Activities and Resource Library; March 7, Housing Opportunity Coordination; March 15, HPD Fair Housing presentation and discussion of racism and housing in NYC.
* In Q2 FY 24, Professional Development and Training hosted continued education training and info session:
  + - On October 28, Professional Development and Training hosted a training on how City Planners can work with Community Boards. – The session discussed the role of CBs as they relate to our work programs and the internal resources and tools available to support DCP staff who are working with them. ￼
    - On December 4, Professional Development and Training hosted an information session in collaboration with the United States Census Bureau – the session provided details about the newly proposed ways to track and report race and ethnicity in the next census.
* In Q1 FY 24, Professional Development and Training hosted Biodiversity and Population Speaker Series:
  + - * On July 28, Continuing Education- Exploring the field of Biodiversity- what it is, why it is important to the future of cities and what we can do as an agency to address the challenges facing the sustainability of our cities and the diverse, rich, and vital ecosystems that support NYC.
      * On August 28, Continuing Education- How can public Outreach help us advance our biodiversity goals. During this segment of the biodiversity series, the speakers discussed why education and engagement are important tools in our biodiversity toolbox and how a shared understanding of what biodiversity is and its role in our lives has the power to shape what a more biodiverse NYC could look like.
      * On September 27, Lunch and Learn- Contextualizing declines in NYC’s Black and White populations highlighting the impact of changes to the census questionnaire and coding methodology.

In Q1 FY 24, DCPRE hosted the DCPRE Speaker series:

* + - * On August 25, Speaker Eleanor Sharpe, Executive Director of Philadelphia’s City Planning Commission, discussed how the City of Philadelphia plans and manages its newfound growth and more importantly, how they apply a racial equity framework throughout the city’s operations and specifically to city planning. \*\*\* APA member attendees of this series were eligible for AICP Credit. \*\*\*
      * On July 21, Speakers Nina Idemudia, Director at Chicago’s Department of Planning and Development, and Munira Mithaiwala, Senior Program manager for Chicago’s Department of Planning and Development, discuss how to mitigate barriers for grant applicants, use technology and subject matter experts to select the strongest and best projects, and leverage data collected over the course of the program to ensure goals are met.
* EEO regularly consults with the Professional Development team and our ERG to determine the effectiveness of the speaker series.

**Workplace Goal #1 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update:**  **☐ Planned ☐ Not started**  **☒ Ongoing**  **☐ Delayed**  **☐ Deferred**  **☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

* + - 1. *Foster a culture of community and belonging within the agency by supporting activities and events that allow employee engagement and participation.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, DCP’s Community Boosters hosted staff-led weekly walks exploring various historic points of lower Manhattan. These walks also encouraged thoughtful reflection on the effects of Zoning resolutions in the space around us.
* In Q4 FY 24, DCP’s Community Boosters hosted a “decorate DCP contest”.
* In Q4 FY 24, DCP’s Community Boosters hosted a carnival potluck party to celebrate Caribbean Heritage Month in June.
* In Q3 FY 24, DCP’s Community Boosters hosted staff-led weekly walks exploring various historic points of lower Manhattan. These walks also encouraged thoughtful reflection on the effects of Zoning resolutions in the space around us.
* In Q3 FY 24, DCP’s Community Boosters hosted the movie Origin by Ava DuVernay.
* In Q3 FY 24, DCP’s Community Boosters hosted a book chat for staff regarding the book “Power Broker.”
* In Q3 FY 24, DCP’s Community Boosters hosted a solar eclipse watch party for staff.
* In Q3 FY 24, DCP’s Community Boosters and EEO Office hosted a walking tour for staff of downtown Manhattan discussing buildings and monuments that celebrate the achievements of women in celebration of Women’s History Month.
* In Q2 FY 24, DCP’s Community Boosters hosted staff-led weekly walks exploring various historic points of lower Manhattan. These walks also encouraged thoughtful reflection of the effects of Zoning resolutions in the space around us.
* In Q2 FY 24, The EEO Office collaborated with our employee groups, DCP for Racial Equity (DCPRE) and Boosters to host a diversity potluck for Thanksgiving.
* In Q2 FY 24, DCP’s Community Boosters hosted its second annual “no bake, bake off” competition where staff participated in a holiday theme baking competition among each other.
* In Q2 FY 24, DCP’s Community Boosters hosted its annual Halloween “spook-off” costume competition for all staff.
* In Q1 FY 24, August, the agency hosted its All Agency on Governors Island. During this event, DCP recognized multiple staff members for the work that they have done and their commitment to the agency including DEI work.
* In Q1 FY 24, the Office of EEO shared a Heritage month calendar that highlighted upcoming events across the city honoring French Heritage and Hispanic Heritage.
* In Q1 FY 24, DCPRE shared information about the Queens Night Market and invited staff to meet up and experience the Night Market.
* In Q1 FY 24, September/ October, the Office of EEO hosted a guided tour of the Hispanic Heritage Museum located at 613 w155th St.
* EEO regularly consults with our ERG and staff members who attend the events to determine the effectiveness of this initiative.

**Workplace Goal #2 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update:**  **☐ Planned ☐ Not started**  **☒ Ongoing**  **☐ Delayed**  **☐ Deferred**  **☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

* + - 1. *Build a culture of inclusion within the agency by recognizing and bringing awareness to our talented and diverse workforce.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, the EEO Office ghostwrote a message for leadership to share with staff in celebration of AAPI Month in May. The EEO Office ghostwrote a message for leadership to share with staff in celebration of Pride Month in June.
* In Q4, the EEO Office created an internal DEI Heritage Calander highlighting the various DEI holidays for 2024. The calendar is accessible to all staff via the intranet.
* In Q4, the EEO Office spotlighted staff members in celebration of AAPI and Pride Months.
* In Q3 FY 24, the EEO Office ghostwrote a message for leadership to share with staff in celebration of Luna New Year. EEO and DCPRE hosted a tour of the African Burial ground and monument, an art show, and a screening to celebrate Black History Month. EEO Office hosted a guided tour of the Women’s Work exhibit at the New York Historical Society in celebration of Women’s History Month. The agency and ERGS also hosted several events in celebration of Women’s History, including a craft/skill session and lunch discussions on women’s rights issues.
* In Q2 FY 24, no activities were scheduled due to the lack of diversity holidays between October – December. Activities and events are scheduled to celebrate the diversity of our workforce in Q3, including activities around Black History Month, Lunar New Year, and Women’s History Month.
* In Q1 FY 24, August, the agency hosted its All Agency on Governors Island. During this event, DCP recognized multiple staff members for the work that they have done and their commitment to the agency.
* In Q1 FY 24, September/ October, during Hispanic Heritage month, the office of EEO shared the EEO Spotlight, highlighting the good work being performed by employees of Hispanic heritage.
* In Q1 FY 24, September/ October, the Office of EEO hosted a guided tour of the Hispanic Heritage Museum located at 613 w155th St.
* In Q1 FY 24, DCP’s Community Boosters hosted staff-led weekly walks exploring various historic points of lower Manhattan. These walks also encouraged thoughtful reflection of the effects of Zoning resolutions in the space around us.
* In Q1 FY 24, DCPRE Community Boosters Reading group, hosted a virtual discussion on gentrification and displacement with the author of “Gentrifier” John Joe Schlichtmann. “Gentrifier” takes a close look at the socioeconomic factors and individual decisions behind gentrification and their implications for the displacement of low-income residents.
* In Q1 FY 24, DCPRE Community Boosters Reading group, hosted a discussion of “Giovanni’s Room” by author and activist James Baldwin in 1956. “Giovanni’s Room” follows the life and relationships of its protagonist David in 1950s France as he tries to come to terms with his sexuality.
* EEO regularly consults with our ERG and staff members who attend the events to determine the effectiveness of this initiative.

**Workplace Goal #3 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

* + - 1. *Create a safe space for all employees to provide feedback, support staff-led efforts to address Racial Equity, foster employee resource groups to address work/life balance questions and give recommendations to improve workplace culture.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, the agency crafted and released an internal employee survey. Feedback from the survey was provided to senior leadership and DCP leadership along with EEO will be working with ERGS and staff to craft initiatives to address concerns regarding staff feedback, particularly around transparency, training, and professional development.
* In Q3 FY 24, the EEO office, Professional Development and training, and our ERG – DCPRE, met with OATH’s Center for Creative Conflict Resolution to discuss DEI training progress and receive feedback on our joint initiatives. We are currently in the process of amending the training objective and strategy based on the feedback. The agency is crafting an employee engagement survey which will be released in Q4 FY 24. The survey was created with the intent to get feedback from staff on issues that are important to them and where the agency can improve.
* In Q2 FY 24, the EEO office, Professional Development and training, and our ERG – DCPRE, met to discuss DEI training progress and receive feedback on joint initiatives.
* In Q1 FY 24, DCPRE, Professional Development and Training, Civic Engagement Studio, Human Capital and EEO meet with DCPRE elected members to update and provide feedback on proposed DCP Equity Diversity and Inclusion training.
* In Q1 FY 24, DCP ERG Women’s Empowerment Resource Coalition (WERC) facilitated partnering junior staff members with more senior DCP staff enabling knowledge sharing through staff mentorship program.
* In Q1 FY 24, DCP’s Community Boosters hosted staff-led weekly walks exploring various historic points of lower Manhattan. These walks also encouraged thoughtful reflection of the effects of Zoning resolutions in the space around us.
* EEO regularly consults with our ERGs and staff led groups and staff to determine the effectiveness of this initiative.

**Workplace Goal #4 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Other Workplace Activities:**

**Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.**

**Community:**

**Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).**

* 1. *DCP will continue its coordinated effort to ensure that we employ a lens towards equity, diversity & inclusion in the way we perform planning activities with, for and in our communities, which includes providing sufficient accessibility across language when we engage with the public. In FY 24, through the work of DCP’s Community Planning and Civic Engagement Studio (CPE), the agency will continue to build relationships, increase trust, transparency, and facilitate stronger partnerships with the communities we serve and our stakeholders.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?**

* In Q4, DCP started to create ways the agency can provide multiple in-house translation services to the public, through printed publications, the City Planning landing page, and public hearings and tabling events.
* In Q4, DCP conducted interviews during “walkshops” in the neighborhoods surrounding the Cross Bronx Expressway and created a mini-documentary that shares the perspectives of community members who live nearby.
* In Q4 FY 24, DCP Civic Engagement Unit created an Urban Planning curriculum that is adaptable and flexible not only for City Planning staff to teach students but for this curriculum to be taught by teachers in high schools throughout the city.
* In Q4 FY 24, DCP Civic Engagement Unit, expanded its community board outreach strategies to increase awareness and participation and provide useful information about their community boards through social media and an informational toolkit.
* In Q3 FY 24, 40 high school seniors at the South Bronx’s Laboratory School of Finance and Technology in Mott Haven showcased projects that allowed them to envision and plan for change in their neighborhood. Youth Engagement Project Fair was the culmination of a curriculum jointly planned by teachers and DPC staff. the Final projects were presented on neatly organized posters that mimicked the kinds of easy-to-follow one-pagers handed out for DCP initiatives.
* In Q3 FY 24, the agency’s Civic Engagement Unit partnered with the Queens Public Library and the Bangladeshi Ladies Club to host a community engagement event at King Manor Museum to get feedback from Bengali residents about the Jamaica Neighborhood Study. This event was part of the Mayor’s city-wide Breaking Bread, Building Bonds initiative, which aims to bring New Yorkers together to learn about common bonds, share cultures and traditions, and break down silos between communities.
* In Q2 FY 24, the agency’s Civic Engagement Unit partnered with the Laboratory School of Finance and Technology in Mott Haven for the third year to implement an 8-week program for over 50 high school seniors in the Bronx. The students will create their own neighborhood plan proposals that will address housing, transportation, economic development, and sustainability, and resiliency. The program is intended to introduce children of color to the planning profession.
* In Q2 FY 24, The Cross Bronx Expressway Team at the agency, hosted a 3-day workshop with 25 students at Fannie Lou Hamer High School to inspire and mobilize youth to be more involved in the well-being of the Bronx community.
* In Q2 FY 24, The Jamaica Neighborhood Planning Team hosted a Youth Summit for 80 local students from 7 different Jamaica neighborhood high schools.
* In accordance with Local Law 78 of 2021, to promote the creation of fair housing and equitable development across the five boroughs, DCP created the Displacement Risk Map. to assist with racial equity discussions during the ULURP Process. DCP continues to require certain property owners applying for land use changes to produce a Racial Equity Report based on data from the Displacement Risk Map
* Regular check-ins with our community planning and engagement unit to determine the effectiveness and ongoing progress of this initiatives.

**Community Goal #1 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

* 1. *Engage in initiatives and educational sessions to help shed light on the discriminatory history of urban planning and how systemic racism helped to create inequitable places throughout New York City. Shedding light on the injustices of the past will allow us to reflect and learn from such mistakes so that we can creatively think of initiatives to use planning as a means to achieving a more just, equitable, and inclusive city for all New Yorkers.*

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?**

* In Q4 FY 24, the agency continued to make available to staff copies of the book "The Color of Law: A Forgotten History of How Our Government Segregated America" by Richard Rothstein to shine a light on how zoning has harmed communities and to continue the discussion internally on how we can do better
* In Q3 FY 24, the agency held a continuing education session with the Housing and Preservation Division (HPD) that explored the roots of New York City’s segregated living patterns, the unfulfilled potential of the Fair Housing Act to disrupt those patterns, and the City’s plan to affirmatively further fair housing by promoting greater neighborhood choice AND working with communities to build choice neighborhoods.
* In Q3 FY 24, the agency continued to make available to staff copies of the book "The Color of Law: A Forgotten History of How Our Government Segregated America" by Richard Rothstein to shine a light on how zoning has harmed communities and to continue the discussion internally on how we can do better. The book is required read by all incoming staff to the agency.
* In Q2 FY 24, the agency continued to make available to staff copies of the book "The Color of Law: A Forgotten History of How Our Government Segregated America" by Richard Rothstein to shine a light on how zoning has harmed communities and to continue the discussion internally on how we can do better. The book is required read by all incoming staff to the agency.
* In Q1 FY 24, the agency continued to make available to staff copies of the book "The Color of Law: A Forgotten History of How Our Government Segregated America" by Richard Rothstein to shine a light on how zoning has harmed communities and to continue the discussion internally on how we can do better.
* The NYC department of housing teaches a class on housing discrimination in NYC to all DCP new hires as part of the agency’s land use academy training, which held multiple times a year.
* Regular check-ins with our professional development unit to determine the effectiveness and ongoing progress of these initiatives

**Community Goal #2 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

1. **Equity, Inclusion and Race Relations Initiatives:**

**Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.**

**Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

* 1. *In FY 24, DCP will remain committed to examining how our practices, policies, and operations have contributed to inequity and systemic racism and its impacts internally and on the communities we serve across New York City.*

**Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

* In Q4 FY 24, EDI curriculum efforts were delayed due to the capacity to conduct trial runs with staff and turnover in the ERG group assisting with the crafting of the curriculum. Efforts to continue the EDI curriculum will begin in FY 25.
* In Q3 FY 24, The EEO Office partnered with Oath’s Center for Creative Conflict Resolutions (CCCR) to assist with the review of the agency’s EDI curriculum for staff. Feedback was provided by CCCR during an info session which led to valuable information, which will be useful in helping DCP reshape its EDI curriculum. The revisions to the curriculum ongoing and is projected to be completed in FY 25.
* In Q2 FY 24, The EEO Office partnered with Oath’s Center for Creative Conflict Resolutions (CCCR) to assist with the review of the agency’s EDI curriculum for staff.
* In Q1 FY 24, the Office of EEO, Professional Development and Training, and Civic Engagement Studio leadership met with DCPRE – ERG group to provide peer-to-peer feedback for a proposed curriculum for the agency's EDI curriculum for staff.
* In Q1 FY 24, the Office of EEO engaged with external vendors regarding furthering the development and facilitation of the proposed EDI curriculum and training.
* Check-ins with our ERG, professional development team, and senior leadership to determine the ongoing progress of this initiative.

**Equity, Inclusion and Race Relations Initiative #1 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☒Delayed ☐ Deferred ☐ Completed**



# Recruitment

1. **Recruitment Efforts**

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

* + - 1. In FY 24, we will review policies, procedures and practices related to targeted outreach and recruitment. Our recruitment efforts will center on the best practices outlined in the Inclusive Recruitment Guide issued by the DCAS Citywide Equity and Inclusion.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these action**

* In Q4 FY 24, the Human Capital and Professional Development & Training team conducted group and individualized career and growth counseling sessions for DCP staff members including our Housing-Planning Fellows to identify and support their career goals and enhance their skill set and learning experience.
* In Q3 FY 24, the Human Capital and Professional Development & Training team conducted group and individualized career and growth counseling sessions for DCP staff members including our Housing-Planning Fellows to identify and support their career goals and enhance their skill set and learning experience.
  + - In Q2 FY 24, the Human Capital and Professional Development & Training team conducted group and individualized career and growth counseling sessions for DCP Fellows to identify and support their career goals and enhance their skill set and learning experience.
    - In Q1 FY 24, the Housing-Planning Fellowship program began its first rotation with one fellow working in the Economic Development & Regional Planning Division and the other fellow working in the Housing Division. The Housing-Planning Fellow program, which was designed to increase diversity in the planning and related professions, has resulted in an increased diversity for DCP for the past two years.
    - In addition, we launched our first rotation of the 2023-2025 Urban Planning and Design Fellowship Program with a total of 7 Fellows across 6 divisions. The two-year Fellowship program provides each Fellow with an opportunity to work on exciting planning and urban design projects, research studies, and analysis, as well as participate in community board meetings and site visits. Fellows will also receive guidance on the civil service process and be encouraged to take multiple civil service exams to help secure permanent full-time positions upon the completion of their two-year Fellowship.
      * + Regular check-in with Human Capital team and senior leadership to determine the progress and success of this initiative.

**Recruitment Initiatives/Strategies #1 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**2.** To support the continued career advancement of current staff, Human Capital will continue to share internal job opportunities on a weekly/ biweekly blast to ensure awareness of cross-functional and promotional opportunities throughout the agency

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions? ￼**

* In Q4 FY 24, the agency has continued its efforts to fill its vacancies and build a diverse workforce, striving for greater inclusivity and representation. Additionally, the agency is presently revamping its Human Capital and Professional Development & Training team to spearhead and support efforts in attracting new talent and fostering internal growth opportunities. This initiative will continue through FY 25 and with agency partners and employee groups to better define career development and opportunities.
* In Q3 FY 24, the agency has continued its efforts to fill its vacancies and build a diverse workforce, striving for greater inclusivity and representation. Additionally, the agency is presently revamping its Human Capital and Professional Development & Training team to spearhead and support efforts in attracting new talent and fostering internal growth opportunities.
  + - In Q2 FY 24, the agency has continued its efforts to fill its vacancies and build a diverse workforce, striving for greater inclusivity and representation.
    - The agency is currently reassessing the recruitment for the RIR Program Coordinator role to align with its current needs and hiring objectives for the upcoming fiscal year.
    - In Q1 FY 24, the agency continued to conduct a thorough analysis of its staffing needs and identified specific roles and program areas that can further support an inclusive and diverse workforce. In addition, the agency is currently in the process of hiring a Recruitment, Inclusion and Retention Program Coordinator to help lead and support in attracting new talent and promote internal growth opportunities by actively sourcing candidates from underrepresented groups through partnerships (colleges/universities), diversity-focused peer groups and job boards.
    - Regular check-in with the Human Capital team and senior leadership to determine the progress and success of this initiative.

**Recruitment Initiatives/Strategies #2 Updates: ￼**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

* 1. We have established outreach efforts to planning programs that have diverse student communities, especially those who have been traditionally underrepresented in the planning profession. Through our partnership with City University of New York (CUNY) and the Mayor’s Office of People with Disabilities (MOPD), we are seeking to diversify the pipeline to the planning profession by targeting minority, female, and other traditionally underrepresented groups of candidates.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions? ￼**

* + - * In Q4 FY 24, the agency continued its partnership with regional colleges and universities to diversify the pipeline of the planning profession by targeting minority, female, and other traditionally underrepresented groups of candidates. This partnership and collaboration help to expand our recruitment efforts.
      * In Q3 FY 24, the agency continued its partnership with regional colleges and universities to diversify the pipeline of the planning profession by targeting minority, female, and other traditionally underrepresented groups of candidates. This partnership and collaboration help to expand our recruitment efforts for this year's Summer Internship program.
    - In Q2 FY 24, the agency continued its partnership with regional colleges and universities to diversify the pipeline of the planning profession by targeting minority, female, and other traditionally underrepresented groups of candidates.
    - In Q1 FY 24, the agency continued its partnership with regional colleges and universities to diversify the pipeline of the planning profession by targeting minority, female, and other traditionally underrepresented groups of candidates.
    - Regular check-in with the Human Capital team and senior leadership to determine the progress and success of this initiative.

**Recruitment Initiatives/Strategies #3 Updates: ￼**

**Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed**

**Q4 Update:**  **☐ Planned ☐ Not started**  **☒ Ongoing**  **☒ Delayed**  **☐ Deferred**  **☐ Completed**

1. We will continue to build and enhance our connection with the Diversity Committee (DivComm) of the New York Metro Region American Planning Association. Our Recruitment, Diversity and Inclusion Program Manager attends monthly DivComm meetings to identify opportunities to diversify DCP’s recruiting pipeline for its planning talent. We will also leverage social media- networking platforms such as Instagram, Twitter and LinkedIn to advertise our employment opportunities.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions? ￼**

* Currently delayed until replacement Recruitment, Diversity and Inclusion Program manager is identified and onboards.
* Regular check-in with the Human Capital team and senior leadership to determine the progress and success of this initiative.

**Recruitment Initiatives/Strategies #4 Updates:**

**Q1 Update: ☐ Planned ☐ Not started ☐ Ongoing ☒ Delayed ☐ Deferred ☐ Completed**

**Q2 Update:**  **☐ Planned ☐ Not started**  **☐ Ongoing**  **☒ Delayed** **☐ Deferred**  **☐ Completed**

**Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☒ Delayed ☐ Deferred ☐ Completed**

**Q4 Update:**  **☐ Planned ☐ Not started**  **☐ Ongoing**  **☒ Delayed**  **☐ Deferred**  **☐ Completed**

1. **Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**

* In Q4 FY24, the Human Capital team, supported agency's hiring needs by providing individual coaching and guidance to hiring managers in conducting interviews and robust candidate selection process. In addition to this training, hiring managers were also provided with a Structured Interviewing Guide, containing best practices.
* In Q3 FY24, the Human Capital team, supported agency's hiring needs by providing individual coaching and guidance to hiring managers in conducting interviews and robust candidate selection process. In addition to this training, hiring managers were also provided with a Structured Interviewing Guide, containing best practices.
* In Q2 FY24, the Human Capital team, supported agency's hiring needs by providing individual coaching and guidance to hiring managers in conducting interviews and robust candidate selection process. In addition to this training, hiring managers were also provided with a Structured Interviewing Guide, containing best practices.
* In Q1 FY24, the Human Capital team, supported agency's hiring needs by providing individual coaching and guidance to hiring managers in conducting interviews and robust candidate selection process. In addition to this training, hiring managers were also provided with a Structured Interviewing Guide, containing best practices.
* In a continued effort to utilize the Civil Service list, DCP will host hiring pools for candidates on the City Planner Civil Service List in FY 24. DCP will continue to hold cross divisional hiring panels to seek best matches for positions in Borough Offices, as well as Technical and Strategic divisions. Through this process, we expect to interview candidates with diverse planning backgrounds and experiences.

1. **Recruitment Efforts for Civil Service Exams**

**List all recruitment events that were held by the agency to promote open-competitive civil service examinations.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quarter #** | **Event Date** | **Event Name** | **Borough** |
|  |  |  |  |
| Q4 | 05/28/24 | City Planner Hiring Pool | Manhattan |
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**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 | $0 | $0 | $0 | $0 |
| Brooklyn | $0 | $0 | $0 | $0 |
| Manhattan | $0 | $0 | $0 | $0 |
| Queens | $0 | $0 | $0 | $0 |
| Staten Island | $0 | $0 | $0 | $0 |

1. **Recruitment Sources**

**List recruitment sources used for filling vacancies in the current Quarter (include Q#)**

1. Job postings through NYCAPS, Smart Recruiters

2. LinkedIn, Indeed

3. Interagency referrals

1. **Internships/Fellowships**

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

**Race/Ethnicity\*** **[#****s] \* Use self-ID data** **obtained from NYCAPS; Gender\* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] **\* Use self-ID data**

1. Urban Fellows Total: **7**

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_**2**\_\_ Asian/Pacific Islander**\_1\_\_** Native American\_\_\_ White\_4\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_**2**\_\_ F \_\_**5**\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Public Service Corps Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Summer College Interns Total: **13**

Race/Ethnicity\* [#s]: Black\_0**\_**\_ Hispanic\_**1**\_\_ Asian/Pacific Islander\_6\_\_ Native American\_\_\_ White\_**5**\_ Two or more Races\_\_**1\_**

Gender\* [#s]: M \_**5**\_\_ F **\_8**\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Summer Graduate Interns Total:**0**

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_ O \_\_\_ U \_\_\_

1. Other (CUNY intern) Total: **1**

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_**1**\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_**1\_**\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Other (Civil Service Pathways Fellow) Total: **1**

Race/Ethnicity\* [#s]: Black\_**1**\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_**\_**\_ F \_**1**\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

**Additional comments:**

1. **55-A Program**

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 (9/30/2023): \_\_\_**\_2**\_\_\_\_\_\_ Q2 (12/31/2023): \_\_**2\_**\_\_\_\_\_\_\_ Q3 (3/31/2024): \_\_\_\_\_**2\_**\_\_\_\_ Q4 (6/30/2024): \_\_ **2**\_\_\_\_\_\_\_\_

During the 1st Quarter, a total of \_\_**0**\_\_ [number] new applications for the program were received.

During the 1st Quarter \_\_**0**\_ participants left the program due to [state reasons] \_\_**0\_**\_\_\_\_\_.

During the 2nd Quarter, a total of \_\_**\_0**\_ [number] new applications for the program were received.

During the 2nd Quarter \_\_**0**\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 3rd Quarter, a total of \_\_**0\_**\_ [number] new applications for the program were received.

During the 3rd Quarter \_**0\_**\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 4th Quarter, a total of \_\_\_0\_ [number] new applications for the program were received.

During the 4th Quarter \_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

**The 55-a Coordinator has achieved the following goals:**

1. Disseminated 55-a information –

by e-mail: **☐ Yes ☒ No**

in training sessions: **☒ Yes ☐ No**

on the agency website: **☒ Yes ☐ No**

through an agency newsletter: **☐ Yes ☒ No**

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Selection (Hiring and Promotion)**

**Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan** **and describe your activities for this quarter below:**

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan *(e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data).*

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.

* Notices are sent to all DCP employees when internal postings are made offering opportunities for promotion and career development

1. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

* EEO Officer participates in weekly hiring calls to review candidates for employment, appointment, and promotion in addition to Human Capital quarterly briefings reviewing agency-wide workforce data including trends (attritions, hiring, promotions) and racial/demographic composition.

1. Describe the role of the agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

* The hiring committee is comprised of the Executive Director, The Chief Operation Officer, and the EEO Officer. The EEO Officer participates in weekly hiring calls to review candidates for employment, appointment, and promotion. EEO specialist prepares weekly reports for the agency’s hiring committee to review for each proposed hiring decision. This report analyzes the current division's demographics and considers hiring pool demographics.

1. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

* Data and trends on the impact of layoffs or terminations on racial, gender and age groups are reviewed in quarterly Human Capital briefing with EEO Officer. Data from CEEDS, CHRMS, NYCAPS, exit interviews, internal surveys, are all reviewed and analyzed to help inform and shape hiring and recruitment objectives. These discussions have led to a multi-prong racial equity initiative that infuses both EEO, diversity, equity and inclusion initiates in how we source, attract, and develop new hires and current staff around career growth and mobility.

1. Other:

**During this Quarter the Agency activities included: ￼# of Vacancies** **# of New Hires** **# of New Promotions**

**Q1 # \_\_\_33\_\_ # \_\_\_22\_\_ # \_\_\_4\_\_**

**Q2 # \_\_\_ 34\_\_ # \_\_\_12\_\_ # \_\_10\_**

**Q3 # \_\_39\_\_\_ # \_\_\_6\_\_ # \_\_\_1\_\_**

**Q4**  **# \_\_\_39\_\_**   **# \_\_\_\_\_6**   **# \_\_\_2\_\_**



# Training

***Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***



# Reasonable Accommodation

**Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:** <https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

**The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:**

Q1: ☒ Yes ☐ No Q2: ☒ Yes ☐ No Q3: ☒ Yes ☐ No Q4: ☒ Yes ☐ No

# Compliance and Implementation of Requirements Under Executive Orders and Local Laws

1. **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).***

1. **Local Law 97: Annual Sexual Harassment Reporting**

☐ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

**Q1 ☒ Q2** ☒ **Q3** ☒ **Q4** ☒

☐ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

☐ The agency ensures that complaints are closed within 90 days.

**Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:** <https://mspwva-ctwapx02.csc.nycnet/Login.aspx>

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

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



# 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.

**☐** The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.

**☒** The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

**Please attach a copy of the Certificate of Compliance from the auditing agency.**

**See attached**

# Appendix A: EEO Personnel Details

**EEO Personnel for Q4 Quarter, FY 2024**

**Personnel Changes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel Changes this Quarter: ☐ No Changes** | | **Number of Additions:** | | **Number of Deletions:** | |
| **Employee's Name & Title** |  |  |  | |
| **Nature of change** | **☐** Addition **☐** Deletion | **☐** Addition **☐** Deletion | **☐** Addition **☐** Deletion | |
| **Date of Change in EEO Role** | Start Date or Termination Date: | Start Date or Termination Date: | Start Date or Termination Date: | |
|  | | | | |
| **Employee's Name & Title** |  |  |  | |
| **Nature of change** | **☐** Addition **☐** Deletion | **☐** Addition **☐** Deletion | **☐** Addition **☐** Deletion | |
| **Date of Change in EEO Role** | Start Date or Termination Date: | Start Date or Termination Date: | Start Date or Termination Date: | |
| **For New EEO Professionals:** | | | | | |
| **Name & Title** |  |  |  | |
| **EEO Function** | **☐** EEO Officer **☐** EEO Counselor  **☐** EEO Trainer **☐** EEO Investigator  **☐** 55-a Coordinator **☐** Other: (specify) | **☐** EEO Officer **☐** EEO Counselor  **☐** EEO Trainer **☐** EEO Investigator  **☐** 55-a Coordinator **☐** Other: (specify) | **☐** EEO Officer **☐** EEO Counselor  **☐** EEO Trainer **☐** EEO Investigator  **☐** 55-a Coordinator **☐** Other: (specify) | |
| **Percent of Time Devoted to EEO** | **☐** 100% **☐** Other: (specify %): | **☐** 100% **☐** Other: (specify %): | **☐** 100% **☐** Other: (specify %): | |
|  | | | | |
| **Name & Title** |  |  |  | |
| **EEO Function** | **☐** EEO Officer **☐** EEO Counselor  **☐** EEO Trainer **☐** EEO Investigator  **☐** 55-a Coordinator **☐** Other: (specify) | **☐** EEO Officer **☐** EEO Counselor  **☐** EEO Trainer **☐** EEO Investigator  **☐** 55-a Coordinator **☐** Other: (specify) | **☐** EEO Officer **☐** EEO Counselor  **☐** EEO Trainer **☐** EEO Investigator  **☐** 55-a Coordinator **☐** Other: (specify) | |
| **Percent of Time Devoted to EEO** | **☐** 100% **☐** Other: (specify %): | **☐** 100% **☐** Other: (specify %): | **☐** 100% **☐** Other: (specify %): | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EEO Training Completed within the Last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):** | | | |
| **Name & EEO Role** | 1. **David Machado – EEO Officer** | **2. Calvin DeGrasse – EEO Specialist** | **3.** |
| **Completed EEO Trainings:**   1. **Everybody Matters-EEO and D&I** 2. **Sexual Harassment Prevention** 3. **lgbTq: The Power of Inclusion** 4. **Disability Awareness & Etiquette** 5. **Unconscious Bias** 6. **Microaggressions** 7. **EEO Officer Essentials:**   **Complaint/Investigative Processes**   1. **EEO Officer Essentials:**   **Reasonable Accommodation**   1. **Essential Overview Training**   **for New EEO Officers**   1. **Understanding CEEDS Reports** | **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No | **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☒** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☒** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No | **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No |

**EEO Personnel Training Continued:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EEO Training completed within the last two years, including the current quarter (EEO 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** 2. **Sexual Harassment Prevention** 3. **lgbTq: The Power of Inclusion** 4. **Disability Awareness & Etiquette** 5. **Unconscious Bias** 6. **Microaggressions** 7. **EEO Officer Essentials:**   **Complaint/Investigative Processes**   1. **EEO Officer Essentials:**   **Reasonable Accommodation**   1. **Essential Overview Training**   **for New EEO Officers**   1. **Understanding CEEDS Reports** | |  | | | **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No | **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No | **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No  **☐** Yes **☐** No |

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

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

**MAILING ADDRESS: 120 Broadway, 31st Floor, New York, NY 10271**

**Diversity and EEO Staffing as of \_\_Q4\_Quarter FY 2024\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EEO\Diversity Role** | **Name** | **Civil Service Title** | **% of Time Devoted to EEO & Diversity Functions** | **Office E-mail Address** | **Telephone #** |
| **EEO Officer/Director** | David Machado | Executive Agency Counsel | **100%** | Dmachado@planning.nyc.gov | 212-720-3414 |
| **Deputy EEO Officer OR**  **Co-EEO Officer** | **N/A** |  |  |  |  |
| **Chief Diversity & Inclusion Officer** | **N/A** |  |  |  |  |
| **Diversity & Inclusion Officer** | **N/A** |  |  |  |  |
| **Chief Diversity Officer/Chief MWBE Officer per E.O. 59** | Maleenee Kaisaram | Community Coordinator | 10% | MKaisaram@planning.nyc.gov | 212-720-3414 |
| **ADA Coordinator** | David Machado | Executive Agency Counsel | 100% | Dmachado@planning.nyc.gov | 212-720-3414 |
| **Disability Rights Coordinator** | David Machado | Community Coordinator | 100% | [CDegrasse@planning.nyc.gov](mailto:CDegrasse@planning.nyc.gov) | 212-720-6354 |
| **Disability Services Facilitator** | Soki Ng | Associate urban designer | 2% | SNg@planning.nyc.gov | 212-720-3508 |
| **55-a Coordinator** | Martin Altre | Talent Acquisition Specialist | 2% | [MAltre@planning.nyc.gov](mailto:MAltre@planning.nyc.gov) | 212-720-3259 |
| **Career Counselor** | Farhan Kapadia | Assistant Director of Strategic Operations | 10% | [FKapadia@planning.nyc.gov](mailto:FKapadia@planning.nyc.gov) | 212-720-3680 |
| **EEO Counselor** |  |  |  |  |  |
| **EEO Investigator** |  |  |  |  |  |
| **EEO Counselor\ Investigator** |  |  |  |  |  |
| **Investigator/Trainer** |  |  |  |  |  |
| **EEO Training Liaison** |  |  |  |  |  |
| **Other (specify)** |  |  |  |  |  |
| **Other (specify)** |  |  |  |  |  |

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.