

DEPARTMENT OF SMALL BUSINESS SERVICES  
**FY 2026 Quarterly Update Report**

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

**Narrative Summary**

**Agency Name:** DEPARTMENT OF SMALL BUSINESS SERVICES

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

**Prepared by:**

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**Date Submitted:** (MM/DD/YY)

**FOR DCAS USE ONLY**

**Date Received:** (MM/DD/YY)

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## Instructions for Filling out Quarterly Reports FY 2026

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

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

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

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

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

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

### I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

- ☒ Yes, on: 09/30/2025
- ☐ No
- ☒ By e-mail
- ☐ Posted on agency intranet and/or website
- ☐ Other: Enter text here

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## II. Recognition and Accomplishments

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

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

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

## III. Workforce Review and Analysis

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

Q1 (09/30/2025): 327 Q2 (12/30/2026): Enter number  
Q3 (03/30/2026): Enter number Q4 (6/30/2026): Enter number

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

- ☒ Yes on (Date): 07/08/25
- ☐ Yes (again) on (Date): (MM/DD/YY)
- ☐ No
- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☐ On-boarding of new employees
- ☐ Newsletters and internal Agency Publications

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

☒ Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>09/04/2025</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
<b>Review conducted with:</b> <input checked="" type="checkbox"/> Agency Head  <input type="checkbox"/> Human Resources  <input type="checkbox"/> General Counsel  <input checked="" type="checkbox"/> Other: FD COMMISSIONER  <input type="checkbox"/> N/A - Not Conducted	<b>Review conducted with:</b> <input type="checkbox"/> Agency Head  <input type="checkbox"/> Human Resources  <input type="checkbox"/> General Counsel  <input type="checkbox"/> Other: <u>Enter text here</u>  <input type="checkbox"/> N/A - Not Conducted	<b>Review conducted with:</b> <input type="checkbox"/> Agency Head  <input type="checkbox"/> Human Resources  <input type="checkbox"/> General Counsel  <input type="checkbox"/> Other: <u>Enter text here</u>  <input type="checkbox"/> N/A - Not Conducted	<b>Review conducted with:</b> <input type="checkbox"/> Agency Head  <input type="checkbox"/> Human Resources  <input type="checkbox"/> General Counsel  <input type="checkbox"/> Other: <u>Enter text here</u>  <input type="checkbox"/> N/A - Not Conducted

#### IV. Initiatives for FY 2026

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

##### A. Workforce:

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

1. **Diversity Recruitment Campaigns: Launch targeted outreach initiatives and create partnerships with organizations that support underrepresented groups.**

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

During this quarter, SBS initiated conversations with the following organizations to recruit interns:

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- NYS Department of Access-VR – New Yorkers with documented disabilities (physical or mental)
- NYS Commission for the Blind – People who are blind or visually impaired
- DODSkill Bridge (Veteran/Military) Program Active-duty Military individuals transitioning into the civilian workforce
- Stanford Cardinal Careers Fellowships – Stanford Grads pursuing service fellowships

**Workforce Goal/Initiative #1 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**2. Inclusive Hiring Practices: Review and update recruitment processes to eliminate biases and ensure fair candidate evaluations.**

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

Recruitment practices are constantly being reviewed. With each request to post a job or extend a job offer, the agency assesses the effectiveness of the process and documents being collected. Through feedback loops with new hires and hiring managers, the agency is able to assess what areas need improvement or further clarification.

**Workforce Goal/Initiative #2 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**3. Training for Managers: Provide ongoing DEI and unconscious bias training for hiring managers and supervisors to ensure fair decision-making at every stage of the employee lifecycle.**

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**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

In partnership with DCAS CTC, SBS is requiring all managers to be trained on Structured Interviewing.

This quarter, the agency provided the following trainings to managers:

- COIB Refresher Training
- Fundamentals of Supervision

Additional topics will be provided next quarter.

**Workforce Goal/Initiative #3 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**4. Employee Resource Groups (ERGs): Support the creation of ERGs to provide employees with a sense of community and opportunities for professional networking and advocacy.**

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

The IDEA council met with the commissioner this quarter to present their progress on projects, including the employee resource groups. Additional refinement to the process/proposal is needed on how this will be implemented to the agency.

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**Workforce Goal/Initiative #4 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**5. 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. What are your metrics or indicators for evaluating the success of your initiatives?**

The EEO and HR team continues to review quarterly workforce reports to ensure there are not areas of underutilization.

**B. Workplace:**

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

**1. Establish a pipeline for increased hires through CUNY HBCUs, Hispanic Serving Institutions, and other institutions that serve a diverse student body.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

This quarter, SBS contacted Queens Community College to initiate recruitment collaboration.

SBS is also seeking to partner with the American Museum of Natural History for the agency to participate in "STEM2CITY," a career fair in the Spring that connects NYC youth (ages 16-24) from STEM programs with career opportunities in city government.

**Workplace Goal/Initiative #1 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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2. **Continued a SBS Fellowship program to train and develop entry level employees o all backgrounds to the workforce.**

**The 2025 cohort ended October 2, 2025. Three out of the 5 fellows accepted job offers to fill SBS vacancies. One of the fellows accepted a job offer at another City agency. The fellows received invaluable on-the-job training at SBS, learning hot the agency and the City does business.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

SBS plans to continue this program next year. Recruitment will begin in November 2025.

**Workplace Goal/Initiative #2 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

3. **SBS Inclusion Diversity Equity Access (IDEA) council developing DEI Resource guide to be published online.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

The IDEA council continues to work on a resource guide. The next IDEA council meeting with HR/EEO Advisory board to present on updates is scheduled for November.

**Workplace Goal/Initiative #3 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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**4. Promotion of Gender Based Violence Awareness Month.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

SBS will promote related events during this period.

**Workplace Goal/Initiative #4 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**5. Other Workplace Activities:**

**Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, programs accessible to all and that support equitable engagement across cultural identities newsletters/articles, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these activities?**

Build an Engaging work culture for all staff through all staff events such as:

- Celebrate Customer Service Week in October
- Recognized staff longevity milestones in December
- SBS summer all staff meeting and resource fair to share city resources
- Celebrate Heritage Months
- SBS Insiders Fireside chats

**C. Community and Equity, Inclusion and Anti-Racism<sup>1</sup>:**

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

**1. The Commissioner and senior SBS leadership will attend Mayoral ethnic group roundtables.**

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<sup>1</sup> Included per Local Law 14 (2024).

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**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

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

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**2. Promote the Jobs NYC initiative & host monthly hiring halls in zip codes with highest rates of unemployment.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

The following hiring halls were held this quarter:

- July 10, 2025, Queens Workforce1 Center – Queens
- July 15, 2025, Brooklyn Workforce1 Career Center – Brooklyn
- July 29, 2025, BronxWorks – Bronx
- August 7, 2025, New Hope Community – Staten Island
- August 14, 2025, High School for Law Enforcement and Public Safety - Queens
- August 20, 2025, Upper Manhattan Workforce1 Career Center – Manhattan
- September 9, 2025, Brooklyn Children's Museum – Brooklyn
- September 16, 2025, Betances Community Center – Bronx
- September 24, 2025, Ferry Hawks Stadium – Staten Island

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

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**3. SBS drives traffic to NYC Business Solutions Centers by deploying outreach, canvassing and partnering with local community leaders.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

- Collaborated with the Fordham Road Business Improvement District to fund murals that represent Bronx culture within public art while beautifying the local commercial area
- On July 19<sup>th</sup> held a Cannabis Festival and resource fair in Harlem
- Commissioner Gross met with Roberto Clemente to discuss sanitation, current/long term needs and solutions.
- Held Boss Up competition with \$200,000 available for veteran owned businesses and Gold Star families
- On July 26<sup>th</sup> Benefits on Your Block resource fair. On-the-spot assistance with SNAP, Fair Fares, Cash Assistance, tenant support, healthcare, job resources and more.
- Food and Beverage industry partnership partnered with Empowered Hospitality, Culinary Agents and some of NYC's most respected chefs to host a free leadership development event for NYC restaurant chefs.
- Gave a presentation on MWBE certification to the Bangladesh Society in Elmhurst.
- Provided information on small business services to 40 street vendors in Midtown
- Tabled at the Consulado del Ecuador en Nueva York Entrepreneurship Fair
- SBS partnered with the New York City Mayor's Office for People with Disabilities (MOPD) marking the 35<sup>th</sup> anniversary of the Americans with Disabilities Act (ADA) by recognizing the unique obstacles faced by New Yorkers with Disabilities, and city government is here to help them overcome them
- Emergency Response Unit (ERU) aided businesses on Bell Boulevard that were affected by severe flooding, damaged storefronts, inventory and infrastructure by providing immediate recovery and preparedness support allowing many businesses to stay open despite higher-than-expected rainfall.

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**Community/Equity/Inclusion Goal/Initiative #3 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**4. Distribute grants to local economic development organizations.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

**Community/Equity/Inclusion Goal/Initiative #4 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**5. Other Community programs and activities:**

**Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these programs and activities?**

- Conduct the annual M/WBE Procurement Fair
- Small Business Month Expo
- Planned LAsBTF and AAPI Taskforce meetings

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## V. Recruitment

### A. Recruitment Efforts

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

1. **We will utilize workforce summary underutilization reports to identify gaps in representation and inform our recruitment efforts.**

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

Upon review of the CEEDS report there were no job groups that were underutilized in the agency to be addressed

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

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

2. **Continue to monitor and review our recruitment policies, procedures, and practices to ensure they are aligned with our DEI goals**

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

SBS continues to ensure the candidate review process is fair and inclusive by enforcing the following practices:

- HR and EEO review interview questions to ensure that they adhere to structured interviewing practices. New questions are added to the agency-wide interview question library of pre-approved questions
- All qualified internal candidates are interviewed.
- Phone screening to vet qualifications are documented and submitted as part of the job offer recommendation step
- HR continues to periodically check-in with new hires and their supervisors to gather feedback on the recruitment and onboarding process and to ensure that supervisors are sufficiently onboarding new employees. Feedback gathered in

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these meetings are used to refine recruitment and onboarding process on an ongoing basis.

**Recruitment Initiatives/Strategies #2 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**3. Ongoing DEI training for hiring managers and recruiters**

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

During this quarter, all supervisors were encouraged to attend Structured Interviewing & Unconscious Bias training with DCAS.

By the end of the calendar year, HR will be reviewing compliance reports and enforcing this requirement for all new supervisors.

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**Recruitment Initiatives/Strategies #3 Update:**

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**4. JobsNYC: SBS will continue to attend JobsNYC fairs with the five boroughs to promote workforce services and SBS job opportunities.**

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

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

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

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**5. Please describe any recruitment efforts designed to increase the effectiveness of wide outreach to cultivate broad applicant pools in order to fill vacancies at your agency during the quarter and describe the activities, including the dates when the activities occurred.**

SBS attended the following hiring halls this quarter:

- July 10, 2025, Queens Workforce1 Center – Queens
- July 15, 2025, Brooklyn Workforce1 Career Center – Brooklyn
- July 29, 2025, BronxWorks – Bronx
- August 7, 2025, New Hope Community – Staten Island
- August 14, 2025, High School for Law Enforcement and Public Safety - Queens
- August 20, 2025, Upper Manhattan Workforce1 Career Center – Manhattan
- September 9, 2025, Brooklyn Children's Museum – Brooklyn
- September 16, 2025, Betances Community Center – Bronx
- September 24, 2025, Ferry Hawks Stadium – Staten Island

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

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

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Quarter #	Event Date	Event Name	Borough
N/A	N/A	N/A	[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]

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

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

## C. Recruitment Sources

**List recruitment sources used to fill vacancies in the current Quarter**

1. Job NYC
2. LinkedIn
3. Indeed
4. Civic Match
5. HandShake

## D. Internships/Fellowships

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

[Note: Please update this information every quarter.]

1. Urban Fellows: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

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3. Summer College Interns: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
4. Summer Graduate Interns: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
5. Other (specify): Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **SBS Excelerator Fellows:** Q1 Total: **5** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **Stanford Interns:** Q1 Total: **1** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **CCNY Interns:** Q1 Total: **8** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **Veterans Program Interns:** Q1 Total: **1** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **SYEP:** Q1 Total: **17** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **Legal Interns:** Q1 Total: **1** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **College Aides:** Q1 Total: **3** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
  - **Civil Service Pathways Fellowship program:** Q1 Total: **3** Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

**Additional comments:**

Click or tap here to enter text.

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**E. 55-A Program**

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

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

☒ **Yes** ☐ **No**

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

**Q1** (09/30/2025): **4** **Q2** (12/30/2026): (#)

**Q3** (03/30/2026): (#) **Q4** (06/30/2026): (#)

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

During the 1st Quarter **1** participants left the program due to resignation.

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

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

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

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

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

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

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

**Disseminated 55-a information:**

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

**Other Goals (if applicable):**

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## **VI. Hiring and Promotion**

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

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

**During this Quarter the Agency activities included:**

	# of Vacancies	# of New Hires	# of New Promotions
<b>Q1</b>	43	13	2
<b>Q2</b>	(#)	(#)	(#)
<b>Q3</b>	(#)	(#)	(#)
<b>Q4</b>	(#)	(#)	(#)

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.

SBS held 14 career counseling sessions this quarter. These sessions included educating employees about the civil service process, answering questions about how an employee can get/request raises, and discussions on skills building to grow professionally.

2. Reviewing the methods by which candidates are selected for a promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)

SBS continues to ensure the candidate review process is fair and inclusive by enforcing the following practices:

- HR and EEO review interview questions to ensure that they adhere to structured interviewing practices. New questions are added to the agency-wide interview question library of pre-approved questions.
- All qualified internal candidates are interviewed.
- Phone screening to vet qualifications are documented and submitted as part of the job offer recommendation step.

3. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers,

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procedures for interviewing applicants, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.

1. Get interview questions vetted by HR and EEO
  2. Conduct phone screening for candidates to vet qualifications.
  3. Interview candidates with a panel of at least 2 interviewers. HR must be present in all interviews with internal candidates.
  4. After a selection is made, the following documents must be submitted to HR for review:
    - a. Candidate resume,
    - b. Phone screening results
    - c. Recruitment tracking sheet that outlines all candidates interviewed and their disposition
    - d. Reference check sheet that outlines standardized reference check questions
  5. HR reviews all documentation provided before extending an offer to the selected candidate. EEO also receives a copy of the recruitment tracking sheet to flag any EEO issues.
3. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)

During this quarter SBS has not terminated or laid off any employees

4. Other:

## **VII. Training**

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

## **VIII. Reasonable Accommodations**

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

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

**Q1:** ☒ Yes ☐ No **Q2:** ☐ Yes ☐ No

**Q3:** ☐ Yes ☐ No **Q4:** ☐ Yes ☐ No

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

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

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

### **B. Local Law 97: Annual Sexual Harassment Complaint Reporting**

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

**Q1:** ☒ Yes ☐ No **Q2:** ☐ Yes ☐ No

**Q3:** ☐ Yes ☐ No **Q4:** ☐ Yes ☐ No

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

**Q1:** ☒ Yes ☐ No **Q2:** ☐ Yes ☐ No

**Q3:** ☐ Yes ☐ No **Q4:** ☐ Yes ☐ No

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

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

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

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

## **X. Audits and Corrective Measures**

**Please choose the statement that applies to your agency.**

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental \_agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit:
- ☐ Attach the audit recommendations by EEPC or the other auditing agency\_

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- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2024 or 2025.

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

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## Appendix A. EEO Personnel Details

**EEO Personnel For (#) Quarter, FY 2026**

Personnel Changes this Quarter:		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
<b>For New EEO Professionals:</b>			
Name & Title	1.	2.	3.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

**Personnel Changes:** ☐ Yes ☒ No

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

[Continued] EEO Training completed within the last <u>two</u> years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):			
<b>Name &amp; EEO Role:</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>7. EEO Officer Essentials: Complaint/Investigative Processes</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. Reasonable Accommodation Procedural Guidelines</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Overview Training for New EEO Officers</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. Understanding CEEDS Reports</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11. Intersectionality and EEO Investigations</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12. Trauma-Informed Interviewing Techniques</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

**MAILING ADDRESS:** 1 Liberty Plaza, 11th Floor, New York, NY 10006

**EEO and D&I Staffing as of (#) Quarter FY 2026**

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

<b><u>Roles/Functions</u></b>	<b><u>Name</u></b>	<b><u>Civil Service (c.s.) Title</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
<b>EEO Officer (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.)</b>	Angelita McDonald	Administrative Staff Analyst	Amcdonald@sbs.nyc.gov	212-618-8782
<b>Deputy EEO Officer</b>				
<b>Diversity &amp; Inclusion Officer</b> (or a similar business title)				
<b>Executive Order 59 Chief Diversity Officer/Chief MWBE Officer</b>				
<b>ADA Coordinator</b>	Michelle Barnes-Anderson	Administrative Contract Specialist	Mbarnes@sbs.nyc.gov	212-618-6717
<b>Disability Rights Coordinator</b>	Michelle Barnes-Anderson	Administrative Contract Specialist	Mbarnes@sbs.nyc.gov	212-618-6717
<b>Disability Services Facilitator</b>	Michelle Barnes-Anderson	Administrative Contract Specialist	Mbarnes@sbs.nyc.gov	212-618-6717
<b>55-a Coordinator</b>	Michelle Barnes-Anderson	Administrative Contract Specialist	Mbarnes@sbs.nyc.gov	212-618-6717
<b>EEO Counselor</b>	Angelita McDonald	Administrative Staff Analyst	Amcdonald@sbs.nyc.gov	212-618-8782

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<b><u>Roles/Functions</u></b>	<b><u>Name</u></b>	<b><u>Civil Service (c.s.) Title</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
<b>EEO Investigator</b>	Clyde Hall	Community Coordinator	Chall@sbs.nyc.gov	212-513-6375
<b>EEO Counselor/Investigator</b>				
<b>Investigator/Trainer</b>	Clyde Hall	Community Coordinator	Chall@sbs.nyc.gov	212-513-6375
<b>EEO Training Liaison</b>	Angelita McDonald	Administrative Staff Analyst	Amcdonald@sbs.nyc.gov	212-618-8782
<b>Other (specify)</b>				
<b>Other (specify)</b>				

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

FY 2026

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

### Instructions

#### Reminders and Requests:

- Please fill out all identifying information on lines 8, 11 and 12.
- Please **do not input** information in **Pink-shaded cells**.
- Enter quarterly training completions in Columns B, C, D, E for Q1, Q2, Q3, and Q4, respectively.
- Do not change the formatting and layout of the worksheet.
- **This form is cumulative** and must be used through the entire FY 2026. Information from all prior quarters **must be retained**.
- Be careful to update the labels and file name to indicate the Current Quarter.
- To prevent inadvertent modifications, certain cells, rows, and columns of the worksheet are protected and cannot be modified.
- In the section "Other Diversity and EEO Related Training," you may include trainings administered by entities other than DCAS, including CCHR or non-City vendors.
- If you input the title of additional training and your text exceeds the visible area of a cell, you may decrease the font size in that cell for better readability.
- Enter the information received from DCAS Learning & Development **exactly** as received in **grey-shaded rows** (24, 27, 30, 33).
- Enter all zeroes - **Do not leave blank**. If there is a discrepancy between DCAS report and your records, contact DCAS L&D to resolve.

#### Guidelines:

- Please save the Excel file as follows: **[AGENCY ACRONYM] FY 2026 Q1 DEI-EEO REPORT Part II.xlsx**
- Please submit to DCAS CEI both the Quarterly Agency Report and the Diversity, Equity, Inclusion and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). Do Not Convert Your Submission to ADOBE PDF.

## **Guidelines:**

- Please save the Excel file as follows: **[AGENCY ACRONYM] FY 2026 Q1 DEI-EEO REPORT Part II.xlsx**
- Please submit to DCAS CEI both the Quarterly Agency Report and the Diversity, Equity, Inclusion and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). **Do Not Convert Your Submission to ADOBE PDF.**

## **Quarterly Report Submissions:**

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

[CitywideEquityInclusion@dcas.nyc.gov](mailto:CitywideEquityInclusion@dcas.nyc.gov) with CC to mbrowne@dcas.nyc.gov

(While the New York City Mayor is a designated recipient of this plan and all quarterly reports, DCAS/CEI serves as the custodian on his behalf. Accordingly, there is no need to file an additional copy of your annual plan with the Mayor's Office.)

### **New York City Council:**

Ask your agency's Intergovernmental Affairs Office to upload the report to the City Council's new portal. If your agency does not utilize the portal, email to [reports@council.nyc.gov](mailto:reports@council.nyc.gov)

### **New York City Equal Employment Practices Commission:**

[DiversityEEOPlansQuarterlyReports@eepc.nyc.gov](mailto:DiversityEEOPlansQuarterlyReports@eepc.nyc.gov)

In addition, please make sure that a copy of the report is uploaded by your agency's Records Officer to the Municipal Archives at DORIS.



FY 2026 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME:

DEPARTMENT OF SMALL BUSINESS SERVICES

QUARTER: 1

FY 2026

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT REPORT

SAVE THIS FILE AS:

[AGENCY ACRONYM] FY 2026 Q[x] DEI-EEO Report Part II.xlsx

SUBMITTED BY (NAME & TITLE):

Angelita McDonald, EEO Director

DATE SUBMITTED:

14-Nov-25

E-MAIL:

AMCDONALD@SBS.NY

TEL #:

212-618-8782

1st Quarter (July-September) DUE November 14, 2025; 2nd Quarter DUE January 30, 2026;  
3rd Quarter (January-March) DUE April 30, 2026; 4th Quarter (April-June) DUE July 30, 2026.

ALL EEO TRAINING  
(All Modalities)

1st Qtr  
(July - Sept. 2025)

2nd Qtr  
(Oct. - Dec. 2025)

3rd Qtr  
(Jan. - Mar. 2026)

4th Qtr  
(April - June 2026)

FY 2026 YEAR  
TO DATE

TOTAL DIVERSITY & EEO TRAINING

418

0

0

0

418

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING	390	0	0	0	390	
1. EVERYBODY MATTERS: Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0				0	
Additional trainings-include only those trainings NOT yet uploaded to NYCityLearn*						*This row is for your own reference only. It is not included in your totals for the Quarter (rows 19 and 22) or your Fiscal Year totals (column F), as all completion data must be uploaded to NYCityLearn to be counted towards your compliance.
2. SEXUAL HARASSMENT PREVENTION: Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	243				243	
Administered by Agency- include only those trainings that have NOT yet been uploaded to NYCityLearn.* SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS.						*This row is for your own reference only. It is not included in your totals for the Quarter (rows 19 and 22) or your Fiscal Year totals (column F), as all completion data must be uploaded to NYCityLearn to be counted towards your compliance.
3. LGBTQ: THE POWER OF INCLUSION: Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	118				118	

Additional trainings-include only those trainings NOT yet uploaded to NYCityLearn*						*This row is for your own reference only. It is not included in your totals for the Quarter (rows 19 and 22)or your Fiscal Year totals (column F), as <b>all completion data must be uploaded to NYCityLearn to be counted towards your compliance.</b>
4. DISABILITY AWARENESS AND ETIQUETTE: Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	29				29	
Additional trainings-include only those trainings NOT yet uploaded to NYCityLearn*						*This row is for your own reference only. It is not included in your totals for the Quarter (rows 19 and 22)or your Fiscal Year totals (column F), as <b>all completion data must be uploaded to NYCityLearn to be counted.</b>

OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	28	0	0	0	0
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do NOT make entries here if new employees only received Core EEO trainings as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	28				28
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED					0
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED					0
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED					0
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
13. The Power of Words	FULL TITLE: The Power of Words, Communicating with Intention and Impact				
TOTAL PARTICIPANTS TRAINED					0

14. Digital Accessibility Tools	FULL TITLE: How to Use Existing Digital Accessibility Tools and Features				
TOTAL PARTICIPANTS TRAINED					0
15. Neurodiversity: Leveraging Strengths	FULL TITLE: Neurodiversity: Leveraging Strengths				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
19. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 91-92 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/CEI WILL RECALCULATE THE TOTALS IN ROW 19 and 38 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0