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To: Melissa Mark-Viverito, Speaker .  
New York City Council  
From: Mindy Tarlow, Director  
Mayor's Office of Operations

Date: February 15, 2016

Re: Agency-based Voter Registration Under LL 29 of 2000, Mayoral Directive One and LL 63 of 2014 for July 1 through December 31, 2015

During this reporting period:

- The NYC Technology Development Corporation and the Mayor's Office worked with DCAS to develop an online voter registration system which was launched on the DCAS website in September 2015.
- The 6 additional agencies required to offer voter registration under Local Law 63 of 2014 submitted their implementation plans and began to offer voter registration during the fall and early winter of 2015.
- The Campaign Finance Board developed a NYC Votes web link specifically for access to voter registration from NY City agency websites and nyc.gov.
- Most participating agencies placed the NYC Votes link in a prominent place on their agency home pages. It also appears on the nyc.gov homepage.
- Operations and the Mayor's Special Counsel initiated a special project with the Interactive and Direct Marketing (IDM) Lab at Pace University Lubin School of Business to conduct market research on why NYC residents choose to or fail to register and vote. Our intention is to use the results of the research to design an outreach campaign to increase registrations and voter participation during 2016 and beyond.
- The Mayor's Office secured translations of the Campaign Finance Board's Guide to Voter Registration into Spanish, Chinese, Korean and Bengali to complement the Board of Elections forms in those languages.

#### **Electronic Voter Registration: 2015-16 Pilot**

One of the important barriers to voter registration is that, with the exception of a New York State DMV initiative, voter registration forms in New York City can only be submitted by paper with a "wet" signature. With the increasing digitization of government, this impedes our ability to seamlessly integrate voter registration into government processes. On July 11, 2014 Mayor de Blasio signed Directive One aimed at expanding the City's work to promote and encourage voter registration.

The Mayor's Office of Technology and Innovation and Department of Information Technology and Telecommunication have developed re-usable processes and technical approaches to help City agencies better connect their online services with the Board of Elections' electronic voter registration system, moving voter registration into the modern age.

#### **Six Step Solution**

- Individuals completing agency applications online are offered an opportunity to register to vote
- Registration forms are pre-filled with relevant information from agency applications; applicants fill out remaining data
- Completed forms are encrypted, electronically sent to the Board of Elections (BOE), and assigned a unique bar code that is stored at the BOE
- Applicants receive a barcoded signature form (to print)
- Signed barcoded forms are mailed to BOE
- BOE matches signatures with applicants' information using the unique bar code and registration is complete

Launched September 28, 2015 at the Department of Citywide Administrative Services (DCAS), the online system allows City employees using their online DCAS account to schedule civil service exams and now view a voter registration message window prior to ending their session. During this reporting period, starting September 28, 2015 and ending December 31, 2015, integration into the current user experience has resulted in 3,684 individuals starting the Board of Election's electronic voter registration application from pre-filled DCAS information. Of those, 1,107 submitted electronic applications and received the barcoded form to sign and mail. Completing the process, 62 barcoded forms have been mailed back to BOE, compared to 25 paper applications received by BOE from DCAS in the six months prior. Utilization of the online process shows clear signs of increasing based on the figures from January 1-February 2, 2016, with 1,193 DCAS applicants going to BOE's electronic registration system, 527 applications completed and submitted to BOE and 51 signed barcoded forms mailed to and matched by BOE.

The pilot was demonstrated in early January 2016 for all agencies participating in voter registration and it is expected that additional agencies will begin to participate during the next reporting period.

The electronic voter registration pilot was successfully supported by contributions from the **Mayor's Office**, City/State BOE coordination; **Mayor's Office of Technology and Innovation**, Cross-agency & technical coordination; **Department of Information Technology and Telecommunications**, Technical implementation; and **Board of Elections**, Project Lead.

#### **Examples of Agency Special Outreach Efforts**

- The Department of Consumer Affairs (DCA) translated the Campaign Finance Board "Register to Vote HERE" signs into Spanish, Chinese, Korean and Bengali for posting at its licensing and one-stop centers
- The City Commission on Human Rights leveraged its daily field visits with service partners and interaction with large groups of people to distribute registration forms to make registration accessible. CCHR staff provided voter registration forms at: Americorps Volunteers (Bronx);

Maximus Workforce Development Center (Manhattan); NYC Housing Preservation and Development (Manhattan); US Citizenship and Immigration Swearing-In ceremonies (Brooklyn); Staten Island Borough Based Council Meetings; Nos Quedamos Community Center (Bronx); Neighborhood Opportunity Network (Bronx); Associated Clergy of United Missionary Baptist Association (Brooklyn); IDNYC Bronx Office; El Barrio Operation Fight Back (Manhattan); African Leadership Council Resource Fair (Bronx); State Senator Joseph P. Addabbo Job Fair (Queens).

- The Department of Parks and Recreation (DPR) introduced a new special event, Fall Field Day, held on Election Day, November 3, 2015 at Highbridge Park. The event incorporated a voting theme and was intended to raise awareness around voting and the election that day. Over 3,000 people attended the event where voter registration forms were provided in Spanish and English, and a defunct voting booth from the NYC Board of Elections was exhibited where kids could vote on their favorite park, snack or sport. Patriotic pins were given out with people's photos on them. DPR also held voter registration drives at all Parks Department recreation centers on National Voter Registration Day.
- The Department of Health and Mental Hygiene participated in National Voter Registration Day on September 22. The Vital Records Office at 125 Worth Street, Morrisania Health Center and Fort Greene Health Center staffed tables to distribute forms and encourage registration.

**Attachments:**

- Chart of agency data reported
- Individual agency reports



## Agency-Based Voter Registration- February 15, 2016

Agency	# Served	# Apps. Distributed	# to BOE	# TRAINED	Web Clicks (G)	Weblink to NYC Votes
Children's Services	1,959	1,959	12	1,522	N/A	N
Citywide Administrative Services(A)	10,000	332 + 3684	8 + 1107	1	1147	Y
Civilian Complaint Review Board						Y
Consumer Affairs (B)	38,766	40,000	10	5	65	Y
Correction (C)	67,000+	48,325	0	50	N/A	Y
Environmental Protection	26,247	5,475	51	5	N/A	Y
Finance (D)	20,483	20,471	12	6	N/A	Y
Health and Mental Hygiene	N/A	1,090	42	7	N/A	Y
Homeless Services (E)	N/A	5,891	2	0	N/A	N
Housing Pres. & Development						Y
Human Rights	1747	1447	0	0	85	Y
Parks and Recreation	1.8 mill	1,650	0	54	23	Y
Probation	2,493	313	0	15	66	Y
Small Business Services						N
Taxi and Limousine	124,644		0	156	0	Y
Transportation	32,954	7,318	0	0	110	Y
Youth &Community Devel. (F)	26,536	6,267	610	389	43	Y

(A) DCAS figures for apps. distributed and # to BOE reflect paper forms first, followed by figures from the electronic registration project

(B) Consumer Affairs primarily uses passive displays in licensing and Financial Empowerment Centers. #Apps. distributed represents forms placed on display

(C) Correction places forms in passive displays in visiting areas, as well as libraries, social service units and ministerial offices at Rikers Island and at borough facilities. # Served is annual admissions

(D) Finance's primary distribution is with SCRIE and DRIE applications and annual renewals. There are also passive displays at DOF Business Centers

(E) # Served is a fluid number with many clients served multiple times during the year

(F) DYCD contracts with over 900 CBO's operating at over 1800 sites. Training and orientation, implementation and reporting are continuing works in progress with this large number of entities..

(G) Since the NY Votes link on agency websites goes to an outside entity (CFB), some systems were unable to capture the number of "clicks" on the link



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**Agency-Based Voter Registration –January 15, 2016**

**Agency:** Administration for Children's Services

**Name of Agency Reporter:** Kaytlin Simmons and Stephanie Rewatiraman

**Phone:** (212) 341-2718 / 212-341-8992

**Email:** Kaytlin.Simmons@acs.nyc.gov/Stephanie.Rewatiraman@acs.nyc.gov

.....  
**# of people served:** \_\_\_\_\_ 1959 \_\_\_\_\_

**# of applications distributed to individuals:** \_\_\_\_\_ 1959 \_\_\_\_\_

**# of applications collected and sent to Board of Elections:** \_\_\_\_\_ 12 \_\_\_\_\_

**# of front line staff trained:** \_\_\_\_\_ 1450 online and 72 offline = 1522 \_\_\_\_\_

**# of "clicks" on home page voter registration button** \_\_\_\_\_ TBA \_\_\_\_\_

**Narrative:** One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered
- Describe how training was provided
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
- Describe special registration activities, if any
- Describe challenges, both resolved and unresolved

Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)

- List the locations and types of agency operations where voter registration was actually offered

Queens	Abbott House 25-23 99th Street, East Elmhurst, NY 11369
Bronx	Beach Avenue, 1101-1103 Beach Avenue, Bronx, NY 10472
Brooklyn	BoysTown 6th Avenue 289 6th Ave, Brooklyn, NY 11215
Queens	BoysTown Astoria 1, 32-16 36th Street, Long Island City, Queens NY 11106
Brooklyn	Boystown Bensonhurst, 1244 65th Street, Brooklyn NY 11219
Brooklyn	BoysTown Bergen, 535 Bergen Street Brooklyn, NY 11217
Brooklyn	BoysTown Dean, 525 Dean Street Brooklyn, NY 11217
Queens	BoysTown Richmond Hill, 132-04 107th Avenue South Richmond Hill, NY 11434
Brooklyn	BoysTown St. John's 240 St. John's Place Brooklyn NY 11217
Dobbs Ferry	Children's Village Louis Cottage, One Echo Hills, Dobbs Ferry, NY 10522
Brooklyn	Crossroads Juvenile Center , 17 Bristol St, Brooklyn, NY 11212
Bronx	Episcopal Carpenter 612 East 228th St Bronx, NY 10466
Bronx	Episcopal New Bridge 2604 Davidson Avenue Bronx, NY 10468
Bronx	Episcopal New View 3620 Marolla Place Bronx, New York 10466
Manhattan	Episcopal New Way 131 West 132nd Street, New York, NY 10027
Bronx	Episcopal Social Services, 301 East 162nd Street, Bronx NY 10451
Bronx	Episcopal Social Services, 2615 Whiteplains Road, Bronx NY 10467
Bronx	Episcopal Social Services, 3675 Marolla Place, Bronx NY 10466
Brooklyn	Good Shepherd Barbara Blum , 262 Ninth Street, Brooklyn, NY 11215
Bronx	Good Shepherd Nelson Mandela, 2207 University Avenue Bronx, NY 10453
Bronx	Good Shepherd Peter J. Sharp, 1315 Plimpton Avenue, Bronx, NY 10452
Bronx	Horizon Juvenile Center, 560 Brook Ave, Bronx, NY 10455
Bronx	Leake and Watts, 634 Manida Street, Bronx NY 10474



Brooklyn	<b>Lutheran Clinton Avenue , 521 Clinton Avenue Brooklyn, NY 11238</b>
Queens	<b>Martin De Porres, 101-30 92nd Street, Ozone Park</b>
Queens	<b>Martin De Porres, 41-56 Judge Street, Elmhurst NY 11373</b>
Queens	<b>Martin De Porres, 89-28 207th Street, Queens Village NY, 11427</b>
Queens	<b>SCO, 90-39 189th Street, Queens, NY 11423</b>
Brooklyn	<b>SCO, 280 Shepherd Ave, Brooklyn NY, 11208</b>
Queens	<b>SCO, 336 Beach 38th Street, Far Rockaway, NY 11691</b>
Bronx	<b>SCO, 1250 E. 229th Street, Bronx NY, 10466</b>
Queens	<b>SCO, 133-25 128th Street, South Ozone Park, NY 11420</b>
Bronx	<b>SCO, 1250 E. 229th Street, Bronx NY, 10466</b>
Brooklyn	<b>SCO Sunset Park, 339 49th Street Brooklyn NY 11220</b>
Queens	<b>St. John's, 130-20 107th Avenue Richmond Hill, NY 11419</b>
Queens	<b>St. John's Residence for Boys, 150 Beach 110th Street, Rockaway Park NY 11694</b>

- Describe how training was provided
  - a. Our staff was primarily provided the link to take the online training.
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
  - We are working with our personnel team to inquire if we can have voter registration forms placed in all new hires packages
- Describe challenges, both resolved and unresolved
  - The challenge we are facing is that our clients and visitors show no interest in Voter Registration and/or already registered to vote. Some of our clients tend to be distrustful and appear to believe that we have another motive other than to ensure that they are registered to vote. The immigrant's population that we serve in some of our boroughs limits eligibility to vote. We believe that if we have posters to display at our Reception Areas it will help catch our clients' and visitors' attention and they will feel more comfortable completing the application.



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**Agency-Based Voter Registration – January 15, 2016**

**Agency: City Commission on Human Rights (CCHR)**

**Name of Agency Reporter: Felicia Lemons**

**Phone: 212-416-0157**

**Email: flemons@cchr.nyc.gov**

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# of people served: 1747  
# of applications distributed to individuals: 1447  
# of applications collected and sent to Board of Elections: 0  
# of front line staff trained: 0  
# of "clicks" on home page voter registration button 85

**Narrative: One to 2 pages maximum. Bullets OK.**

- **List the locations and types of agency operations where voter registration was actually offered:**

Pursuant to City Charter § 1057-a, the New York City Commission on Human Rights ("Commission") distributed registration forms during meetings, resource fairs, workshops, presentations, and also while providing technical assistance in our Community Services Centers located in the five boroughs. Registration forms in English, Spanish, Chinese, Korean and Bengali are available in our Community Service Centers.

As a distribution strategy, Commission staff leveraged their daily field visits with service partners and interaction with large groups of people to distribute registration forms during these events to make the process accessible and easy. For the period covering July 1, 2015 to December 31, 2015, Commission Staff provided voter registrations forms to individuals at the following locations and events: AmeriCorp Volunteers in Service to America (Bronx); Maximus Workforce Development Center (Manhattan); NYC Housing Preservation Development (Manhattan); US Citizenship and Immigration Service Swearing-In ceremonies (Brooklyn); Staten Island Borough-Based Council Meetings (Staten Island); Nos Quedamos Community Center (Bronx); Neighborhood Opportunity Network (NeON)(Bronx); Associate Clergy of United Missionary Baptist Association (Brooklyn); ID/NYC Bronx Office; El Barrio Operation Fight Back

(Manhattan); African Leadership Council Resource Fair (Bronx); State Senator Joseph P. Addabbo Job Fair (Queens).

- **Describe how training was provided:**

The Commission did not provide any training during the period covering July 1, 2015 to December 31, 2015.

- **Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.):**

The Commission does not target events specifically for the purpose of distributing voter registration forms but provides voter registration forms at each and every event where the Commission participates for the purpose of educating the public about the Commission and the New York City Human Rights Law.

- **Describe special registration activities, if any:**

The Commission has not engaged in any special registration activities for the specific purpose of promoting voter registration but provides voter registration forms at each and every event where the Commission participates for the purpose of educating the public about the Commission and the New York City Human Rights Law.

- **Describe challenges, both resolved and unresolved:**

Members of the public who come to the Commission for an intake or to file a complaint of discrimination have not been completing the voter registration forms and handing them to our staff. In order to respond to this challenge, the Commission is developing talking points for our staff to encourage visitors to fill out the voter registration forms while they wait for an intake or to file a complaint.

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**Agency-Based Voter Registration –January 15, 2016**

**Agency:** DCAS

**Name of Agency Reporter:** Wes Gibson and Latesha Parks

**Phone:** 212-386-0374      **Email:** [wgibson@dcas.nyc.gov](mailto:wgibson@dcas.nyc.gov) and  
[lparks@dcas.nyc.gov](mailto:lparks@dcas.nyc.gov)

.....  
# of people served: \_\_\_\_\_ 10,000 \_\_\_\_\_

# of applications distributed to individuals: \_\_\_\_\_ 332 \_\_\_\_\_ + 3684

# of applications collected and sent to Board of Elections: \_\_\_\_\_ 8 \_\_\_\_\_ + 1107

# of front line staff trained: \_\_\_\_\_ 1 \_\_\_\_\_

# of "clicks" on home page voter registration button \_\_\_\_\_ 1,147 \_\_\_\_\_

**Narrative:** One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered
- Describe how training was provided
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
- Describe special registration activities, if any
- Describe challenges, both resolved and unresolved

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- List the locations and types of agency operations where voter registration was actually offered

***In-Person Applications***

*All of the following DCAS walk-in centers have voter registration forms available to visitors.*

1. *CityStore: Manhattan City Clerk's Office and 1 Centre Street locations.*
2. *Vendor Relations: 1 Centre Street, 18<sup>th</sup> Floor.*
3. *Brooklyn Computer-based Testing and Applications Center (CTAC): 210 Joralemon.*
4. *Manhattan Computer-based Testing and Applications Center (CTAC): 2 Lafayette Street.*
5. *Civil Service Certifications: 1 Centre Street, 21st Floor.*
6. *Civil Service Exams Customer Service Window: 1 Centre Street, 14th Floor.*

***Online Applications***

*DCAS has a link on all our public-facing webpages that allows the public to request a voter registration form directly.*

***Paper Applications***

*DCAS has an internal process to handle requests for voter registration cards. Constituents can check a box on our hardcopy forms to request a registration card, which are then mailed to the constituent on a monthly basis.*

- Describe how training was provided  
*One on one training was provided to one incoming employee, the agency's Record Management Officer. All other staff involved in voter registration were trained*
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)  
*None.*
- Describe special registration activities, if any  
*None.*
- Describe challenges, both resolved and unresolved  
*None.*

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**Agency-Based Voter Registration –January 15, 2016**

**Agency: Department of Consumer Affairs**

**Name of Agency Reporter: Steven Ettannani**

**Phone: 212-436-0210**

**Email: settannani@dca.nyc.gov**

.....  
# of people served: 38,766

# of applications distributed to individuals: ~40,000

# of applications collected and sent to Board of Elections: 10

# of front line staff trained: 5

# of "clicks" on home page voter registration button 65

**Narrative: One to 2 pages maximum. Bullets OK.**

- List the locations and types of agency operations where voter registration was actually offered
  - Licensing center at 42 Broadway, in front waiting area.
  - Financial Empowerment Centers (FECs), in lobbies.
- Describe how training was provided
  - As the primary public-facing division within the agency, all current/new staff at the licensing center is trained.
  - The Department reaffirmed in an internal memo to licensing center staff the guidelines of assisting interested parties.
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
  - Applications provided with all new and renewal license

applications.

- Describe special registration activities, if any
  - The Department is preparing to send voter registration (VR) forms and signs to FECs soon.
  - The Department is preparing to send VR forms and signs to tax season partners soon.
  - The Department is preparing to put up signage (attached) and offer VR forms at new Queens one-stop center in Jamaica.
  - The Department added a document holder for voter registration cards available in the same languages as the applications (English, Spanish, Chinese, Korean, and Bengali).
  - The Department is preparing to add signage (attached) at the Licensing Center at 42 Broadway front waiting area to complement the voter registration cards and applications that are made available.
- Describe challenges, both resolved and unresolved
  - The Department intends to help resolve the issue of outreach to and completion of voter registration forms by offering additional signage and accessibility as described above. The Department arranged for translations of the signage for this express purpose.

Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)



# REGISTER TO VOTE or

Update your name, address, party affiliation



# HERE

Forms also available in  
Bengali, Chinese, Korean  
and Spanish

Please take a voter registration form. After filling it out, hand it back to any representative or drop it in any mailbox.

Voter registration **does not** affect your eligibility for any city services. You must be a citizen to register to vote.

Spanish

## REGÍSTRESE PARA VOTAR



Actualice su nombre, dirección y afiliación partidaria

## AQUÍ

Los formularios también están disponibles en bengali, chino, coreano y español.

Tome un formulario de registro de votantes. Después de completarlo, devuélvalo a cualquier representante o deposítelo en cualquier buzón.

El registro de votantes no afecta su elegibilidad para los servicios municipales. Usted debe ser ciudadano(a) a fin de registrarse para votar.

Bengali

## ভোট দিতে রেজিস্টার করুন



আপনার নাম, ঠিকানা, পার্টির অনুমোদন আপডেট করুন

## এখানে

ফর্মগুলি বাংলা, চীনেজ, কোরিয়ান এবং স্প্যানিশ ভাষায় পাওয়া যায়।

অনুগ্রহ করে একটি ভোটার রেজিস্ট্রেশন ফর্ম নিন। এটিকে পূরণ করার পর কোনো প্রতিনিধির নিকট জমা দিন বা ডাকঘরে পাঠিয়ে দিন।

ভোটার রেজিস্ট্রেশন করলে তার প্রভাব আপনার শহরের পরিষেবার ব্যয়ভার উপর পড়বে না। ভোট দেওয়ার জন্য রেজিস্টার করতে আপনাকে অবশ্যই একজন নাগরিক হতে হবে।

Chinese

## 登記 投票



更新您的姓名、地址、支持的政黨

## 這裡

亦可索取並加投文、中文、韓文或西班牙文的登記表

請索取一份選民登記表。填妥後，請交回給任一代表或投入任一郵筒即可。

完成選民登記不會影響您接受任何市政服務的資格。您必須是公民才能登記投票。

Korean

## 유권 자 등록 또는



성함, 주소, 지지 정당을 업데이트하십시오.

## 여기

양식은 영어, 중국어, 한국어 및 스페인어로 이용 가능합니다.

선거인 등록 양식을 받으십시오. 기입을 마친 다음, 담당자에게 제출하거나, 우편함에 넣으십시오.

유권자 등록 여부는 시 서비스 수혜 자격에 영향을 미치지 않습니다. 유권자 등록을 하려면 시민이어야 합니다.



**Agency-Based Voter Registration**  
**Under Local Law 29 & Mayoral Directive One -Jan 26, 2016**

**Agency: NYC Department of Correction**

**Name of Agency Reporter: Winette Saunders**

**Phone: 718 546-0447 Email: Winette.saunders@doc.nyc.gov**  
.....

Pursuant to Local Law 29, the Department of Correction continues to provide voter registration material to inmates, individuals visiting inmates in custody, and Department staff. Currently, the Department distributes voter registration forms in all available languages including, English, Spanish, Chinese, and Korean, which are obtained from the Board of Elections. In addition, the Department displays voters' rights informational fliers and posters (available in Spanish and English). During election years, the Department distributes applications for absentee ballots.

**# of people served:** Materials are provided in all congregate program and visit areas to ensure that the population, staff, and the public has access to voter registration forms throughout the year. These areas include but are not limited to law libraries, social service areas, ministerial, barbershops, and visit areas. Due to the fact the materials are distributed department wide we do not have a specified number of individuals who took advantage of the opportunity.

**# of applications distributed:** For the reporting covered in this report, there were 48,325 voter registration forms placed throughout the Department for utilization by the population, staff, and visitors. The breakdown is as follows: English: 26,000, Spanish: 18,700, Korean: 1850 and Chinese: 1775.

**# of applications collected and sent to Board of Elections:** The population has the ability to mail absentee ballot applications and voter registration forms at their leisure, therefore we do not collect and deliver to the Board of Elections regularly. However, during most election seasons the Department in partnership with several partner agencies conducts various voter rights awareness drives where voter registration cards and absentee ballots are collected and delivered to the Board of Elections on specified dates.

Narrative: One to 2 pages maximum. Bullets OK.

**# of front line staff trained:** Approximately 50 frontline personnel including managerial staff were trained.

- **List the locations and types of agency operations where voter registration was actually offered**  
–Voter registration forms are located in all NYC Department of Correction facilities in the following locations: Law Library, Social Service Units, Ministerial Offices and other designated congregate areas. Visitors can access this information in the Benjamin Ward Visit Center located on Rikers Island as well as the visit houses in the facilities located in the boroughs. Staff can access this information at Department Headquarters and the Academy.
- **Describe how training was provided**  
Staff selected to facilitate workshops/ informational sessions were provided a voting rights awareness training session in September 2015.
- **Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)**  
Placement of aforementioned materials in the Benjamin Ward Visit Center for the visitor population and the Department's Academy for staff.
- **Describe special registration activities, if any:**  
The Department conducted a voting rights awareness workshops to commemorate National Voter Registration Day. The Department focused on 16-21 year olds in its custody. The workshops were held in both the Robert N. Davoren Center and George Motchdan Detention Center. Three hundred and twenty five (325) individuals attended voting rights awareness workshops. Forty (40) voter registration forms were collected on this date.
- **Indicate whether voter registration link has been placed on agency home page**  
The link was placed on the website and the agency's intranet.
- **Describe challenges, both resolved and unresolved –**  
Due to the transient nature of the population served at NYC DOC we are unable to capture actual data reflecting those who actually follow through with the voting material provided.

Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)

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**Agency-Based Voter Registration –January 15, 2016**

**Agency: Department of Environmental Protection**

**Name of Agency Reporter: Corinne Martin**

**Phone: (718) 595-5843**

**Email: [CorMartin@dep.nyc.gov](mailto:CorMartin@dep.nyc.gov)**

.....  
# of people served: 26,247

# of applications distributed to individuals: 5,475

# of applications collected and sent to Board of Elections: 51

# of front line staff trained: 5

# of “clicks” on home page voter registration button: Our IT team had an issue calculating this because they said it would be easier for BOE to track incoming clicks from our site vs our being able to track clicks. Moving forward they will add a counter so we can report on this in our next report July.

**Narrative: One to 2 pages maximum. Bullets OK.**

- List the locations and types of agency operations where voter registration was actually offered
  - Added voter registration button to home page that lead to BOE site where people can register
  - Had registration forms in our five borough offices, where customers can pay their water bills in person:
    - Bronx: 1932 Arthur Avenue - 6<sup>th</sup> Floor
    - Brooklyn: 250 Livingston Street - 8<sup>th</sup> Floor
    - Manhattan: 1250 Broadway - 8<sup>th</sup> Floor
    - Queens: 96–05 Horace Harding Exp. - 1<sup>st</sup> Floor
    - Staten Island: 60 Bay Street - 6<sup>th</sup> Floor

- Describe how training was provided
  - Our head trainer in the Bureau of Customer Service, Michelle Risher, attended the January 21st training from the Mayor's Office. She then brought all of our Frontline Supervisors, and the borough office counter and greeting desk staff together on April 28 where she went over the guide to the New York State registration form. She also stressed the importance of how it is the customer's choice to register or not and that DEP employees should only help them fill in the forms and not influence any decisions.
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
  - Our Bureau of Customer Service distributes a postage paid copy of the voter registration form with Customer Registration Form (CRF) mailings to one to three family homeowners who request a CRF
- Describe special registration activities, if any
  - N/A
- Describe challenges, both resolved and unresolved
  - As of now, we haven't had any challenges. So far everything for our front line staff has been very smooth.

Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)

Mindy Tarlow  
Director  
mtarlow@cityhall.nyc.gov

253 Broadway  
10th Floor  
New York, NY 10007

+1 212 788 8821 tel  
+1 212 788 1665 fax

**Agency-Based Voter Registration –January 15, 2016**

**Agency: NYC Department of Finance**

**Name of Agency Reporter: Scott Adlerberg**

**Phone: 212-602-7044**

**Email: AdlerbergS@finance.nyc.gov**

.....  
# of people served: \_\_\_\_\_20483\_\_\_\_\_

# of applications distributed to individuals: \_\_\_\_\_20,471\_\_\_\_\_

# of applications collected and sent to Board of Elections: \_\_\_\_\_12\_\_\_\_\_

# of front line staff trained: \_\_\_\_\_6\_\_\_\_\_

# of "clicks" on home voter registration button  
\_\_\_\_\_N/A\_\_\_\_\_

**Narrative: One to 2 pages maximum. Bullets OK.**

- List the locations and types of agency operations where voter registration was actually offered
- Describe how training was provided
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
- Describe special registration activities, if any
- Describe challenges, both resolved and unresolved

**Narrative:**

- In each of the five Finance Business Centers, voter registration cards were put out for customers to take if they wanted to take one. Cards were also sent out by the SCRIE and DRIE units with each SCRIE and DRIE renewal notice.
- Training consisted simply of telling selected front line staff what the voter registration cards are and where they need to be put out (in the Business Centers) or mailed out (with SCRIE and DRIE notices).
- No major challenges to report.

Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)



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mtarlow@cityhall.nyc.gov

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New York, NY 10007

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+1 212 788 1665 fax

**Agency-Based Voter Registration –January 15, 2016**

**Agency:** Department of Health and Mental Hygiene

**Name of Agency Reporter:** Barry J. Novack

**Phone:** 347-396-6416

**Email:** bnovack@health.nyc.gov

.....  
**July through December 2015**

**# of people served:** 15

**# of applications distributed to individuals/taken:** 1,090

*(Mostly passive distribution taken as visitors passed through lobby areas of Health Centers.)*

**# of applications collected and sent to Board of Elections:** 42

**# of front line staff trained:** 7

**# of "clicks" on home page voter registration button** N/A (see below)

In September, we began to track form distributions at 18 of our Health Centers. Forms are available in the lobby of each location, as well as some program offices. These are passive distributions with visitors taking forms as they come in the building for services. Facility Managers were trained to provide form assistance, when requested.

The agency participated in National Voter Registration Day, on September 22nd. Three sites (Vital Records Office at 125 Worth St., Manhattan, Morrisania Health Center at 1309 Fulton Ave. Bronx, and the Fort Greene Health Center at 295 Flatbush Ave. Ext., Brooklyn) had staffed tables to distribute forms and encourage registration. The seven staff that covered the tables were given training on how to assist with form completion.

The 125 Worth Street event was the most successful taking advantage of the foot traffic in the building. Combined, the three sites distributed 278 forms, provided assistance to 3 people, and collected 7 forms for mail-in submission to the Board of Elections.

In June, DOHMH added a voter registration link to our homepage that take visitors to the Campaign Finance Board Voter Registration page. As informed by our Senior Website Manager, we are unable to report on the number of clicks on the link because it is an offsite exit script (to the Campaign Finance Board page) that is not within the nyc.gov domain. DOHMH's redesigned website was launched on January 13<sup>th</sup>. The voter registration link now appears in the Programs and Initiatives section, matching the format of the nyc.gov homepage.

In early 2016, we will again survey our Health Centers to ensure that they are appropriately stocked with forms. We plan to expand form assistance training by offering more training to staff at Health Centers. It is anticipated that form distribution will increase as new service providers move into some locations.

C: J. Friesen



Steven Banks  
Commissioner/Administrator  
Human Resources  
Administration/Department of  
Social Services

Mark L. Neal  
General Counsel

Aaron S. Goodman, Esq.  
Deputy General Counsel  
Program & External Affairs  
agoodman@dhs.nyc.gov

33 Beaver Street  
17th Floor  
New York, NY 10004

212.607.5135 tel  
212.361.8010 fax

**Agency-Based Voter Registration Under Local Law 29 and Mayoral  
Directive One – Semi-Annual Report**

**Date:** January 15, 2016

**Agency:** New York City Department of Homeless Services

**Name of Agency Reporter:** Rubaiyat Mahboob  
(212) 361-7998  
rmahboob@dhs.nyc.gov

.....  
**# of people served:** See Section III below.

**# of applications distributed to individuals:** 5,891

**# of applications collected and sent to Board of Elections:** 2

**# of front line staff trained:** Not yet determined.

**# of “clicks” on home page voter registration button:** See Section IV below.

**SUMMARY**

**I. Code 9 Voter Registration Forms Availability**

Individuals and families seeking shelter in New York City can apply for Temporary Housing Assistance at the following locations:

**30<sup>th</sup> Street Intake Center (Single Men)**  
400-430 East 30<sup>th</sup> Street  
New York, NY 10016

**HELP Women’s Shelter (Single Women)**  
116 Williams Avenue (between Liberty Avenue and Glenmore Avenue)  
Brooklyn, NY 11207

**Prevention Assistance and Temporary Housing (PATH) (Families with Children)**  
151 East 151<sup>st</sup> Street  
Bronx, NY 10451



**Adult Family Intake Center (AFIC) (Adult Families)**  
400-430 East 30<sup>th</sup> Street  
New York, NY 10016

As of August 2014, the Department of Homeless Services ("DHS" or the "Agency") supplied each of its shelter intake centers with Code 9 Voter Registration Forms ("Code 9 Forms") in the following languages: English, Spanish, Chinese, Korean and Bengali. Shelter intake staff at each facility makes Code 9 forms available to each family and individual applying for shelter services.

DHS staff coordinates ordering Code 9 forms from the Board of Elections and ensures intake centers have an ample number of Code 9 Forms on hand, and designated DHS staff orders additional Code 9 Forms on a quarterly basis, or as needed.

Following the shelter intake process, if clients are found eligible, DHS places them at an official shelter. In an effort to ensure client access to voter registration forms at all stages in the sheltering process, DHS distributed a memorandum to all shelter providers (*See Exhibit 1*). This memorandum informs shelter providers about Section 1057-a compliance, and includes detailed instructions on how each shelter provider can request Code 9 Forms from the Board of Elections. Since distributing this memorandum, DHS Legal has provided guidance to shelter providers regarding inquiries on compliance.

Since 2011, DHS has distributed a pamphlet entitled *Let Your Voice Be Heard* to all shelter clients. (*See Exhibit 2*) This pamphlet outlines important voter registration deadlines, informs homeless clients how to register to vote, and informs clients that the services of DHS are not conditioned on being registered to vote. In Fall 2014, DHS distributed an updated pamphlet to all shelters and intake centers.

## **II. Training**

As reported previously, DHS Human Resources Training Manager Kimberly Wynn attended the Agency-Based Voter Registration "Train-the-Trainer" session held by the New York City Campaign Finance Board on January 21, 2015. DHS plans to present its voter registration training at an Adult Shelter Director's meeting by April 2016. DHS holds these meetings to provide important information and training to all DHS Adult Shelter senior staff. Kimberly Wynn and DHS Legal will conduct the training and present the New York City Campaign Finance Board PowerPoint. (*See Exhibit 3*) After the PowerPoint presentation, the shelter staff will have the opportunity to ask questions. In addition, DHS will provide the following information materials for each shelter:

- NYC Votes Guide to the New York State Voter Registration Form (*See Exhibit 4*)
- NYC Votes Election Day FAQ (*See Exhibit 5*)

# Exhibit

I



**Department of  
Homeless Services**

- NYC Votes Voter Registration FAQ (*See Exhibit 6*)
- DHS Register to Vote signs (*See Exhibit 7*)

The number of voter registration forms distributed to individuals at intake has decreased since DHS's prior report to the Mayor's Office. In the upcoming training, DHS plans to reinforce the importance of distributing forms at intake centers and address any difficulties with implementation that shelter staff may have faced.

On July 15, 2015, DHS sent the Families with Children shelters the above-mentioned PowerPoint and informational materials<sup>1</sup>. DHS has instructed all shelter staff that have direct contact with clients to view the PowerPoint presentation and review the informational materials. (*See Exhibit 8*)

### **III. Reporting**

DHS operates intake centers 365 days a year and seven days a week across the five boroughs, serving a transient population who can reapply numerous times at the intake centers. Therefore, DHS is not able to capture an accurate statistic on the number of people served because applicants will receive a voter registration form each time they apply, not only on the initial application.

### **IV. Electronic Voter Registration**

On January 11, 2016, DHS Attorney Rubaiyat Mahboob attended an Electronic Voter Registration Demonstration hosted by the New York City Department of Citywide Administrative Services. DHS Legal is currently working with DHS IT staff on the feasibility of implementing a similar electronic voter registration option in the shelter intake process. DHS is also working with IT staff on adding a link to the electronic voter registration form on its website homepage.

---

<sup>1</sup> DHS Families with Children shelters do not have a monthly Shelter Director's meeting. DHS has over 150 Families with Children shelters in its portfolio, making it infeasible to conduct onsite training at each shelter. Therefore, DHS is sending the training materials to each shelter.

# Memo

**To:** DHS Shelter Staff  
**From:** Mark Neal, General Counsel  
**CC:** Gilbert Taylor, Commissioner  
**Date:** September 15, 2014  
**Re:** Voter Registration

---

Local Law 29 of the City of New York ("Local Law 29") requires the Department of Homeless Services and its contractors to provide and distribute voter registration forms to clients together with applications for services, renewal or recertification for services and changes of address. DHS and its contracted providers must distribute the "Code 9" voter registration form provided by the Board of Elections. Please see *Code 9 Voter Registration Form Request Protocol* for the instructions on how to request these forms.

In order to comply with Local Law 29 and to increase DHS clients' participation in the electoral process, please make Code 9 Voter Registration available to your shelter clients. Please prominently display any promotional materials and promptly provide a Code 9 Voter Registration form to any client who requests one.

If an individual asks for assistance, please provide all necessary assistance to the individual. If an individual asks staff to transmit the application, the staff member must transmit the form within two weeks of receipt.

Please note, an individual or family's eligibility for services is not conditioned upon his or her voter registration.

# Exhibit

Memo

2

From: [illegible]  
To: [illegible]  
Subject: [illegible]

[illegible text]

[illegible text]

[illegible text]



## Frequently Asked Questions...

**Am I eligible to vote if I am homeless?** Yes! You can register to vote using your're the address of wherever you reside, be it a shelter or a park/bench, so long as you provide an address where you can receive mail.

**What do I do if my address changes?** In order to ensure that your voter registration remains current, it is important to notify your local board of elections about any change of address within 25 days of the address change. The change may be sent on a Registration application.

**If I can't read or write, can someone help me fill out my voter registration card?** Yes, someone may fill out your voter registration form for and with you. The person that helped you must sign the voter registration card along with your signature.

**If I have work on Election Day and will not have time to vote, can I take off work to vote?** Yes. If you do not have sufficient time to vote (meaning that you do not have four consecutive hours to vote either between the opening of the Election polls and before your work shift starts, or between the end of the your work shift and the closing of the Election polls), you may take off up to two hours at the beginning or end of your work shift to vote without any loss of pay.

**Will I still get paid?** If you do not have sufficient time to vote, you are entitled to two hours to vote on Election Day without loss of pay.

**When during my shift can I go to the Election polls to vote?** You may take time off work to vote at either the beginning or at the end of your work shift, or as you and your employer may otherwise agree.

**When should I let my employer know that I will be taking off time to vote?** It is important that you inform your employer you will need to take time off to vote on Election Day no more than 10 days and no less than two days before Election Day.

**How do I vote?** First, sign in with a poll worker. You'll receive a ballot and a privacy cover for your ballot. You'll then go to a booth to mark your ballot in private. Next, you'll take your ballot to a scanner and feed it in. The scanner counts your vote and the paper ballot is securely saved in the event of a recount. No one will know how you vote.

## Board of Elections in New York City - Contact Information:

### General Office

32 Broadway, 7th Floor  
New York, NY 10004  
Tel: (212) 467-5320

### Borough Offices

#### Manhattan Office

200 Varick Street, 10th Floor  
New York, NY 10014  
Tel: (212) 686-2100

#### Bronx Office

1760 Grand Concourse, 5th Floor  
Bronx, NY 10457  
Tel: (718) 238-9017

#### Brooklyn Office

645 Adams Street, 4th Floor  
Brooklyn, NY 11201  
Tel: (718) 797-8809

#### Queens Office

126-05 Queens Boulevard  
Kew Gardens, NY 11415  
Tel: (718) 750-5730

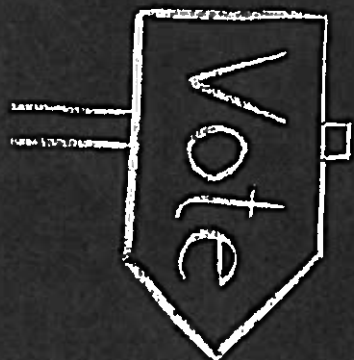
#### Station Island Office

1 Edgewater Plaza, 4th Floor  
Station Island, NY 10425  
Tel: (718) 878-0079

For more information: [www.nyc.gov](http://www.nyc.gov) or call 311

Mayor Michael R. Bloomberg  
Commissioner Seth Diamond

33 Beaver Street  
New York, NY 10004



## Let Your Voice be Heard

In compliance with Local Law 29, the Department of Homeless Services (DHS) supports and encourages its clients to vote.

This brochure will help you determine whether you are eligible, and will outline the steps you need to take to register and to vote in New York City.

## Am I Eligible to Vote?

You are eligible to vote in New York City if you are:

- A citizen of the United States;
- A New York City resident for at least 30 days;
- At least 18 years old on Election Day;
- Not serving a jail sentence or on parole for a felony conviction;
- Not adjudged mentally incompetent by a court; AND
- Not claiming the right to vote outside of NYC.

Homeless Persons Living in NYC are Eligible to Vote

## What Documents do I Need to Register to Vote?

To complete a Voter Registration Form, you will need:

- Driver's License number, or
- Non-Driver photo ID issued by the DMV, or
- The last four digits of your Social Security number.

You do NOT need a photo ID to register to vote!

If you don't have any of the information listed above:

- Check if do not have a New York State Driver's License or a Social Security number when filling out Item #12 or the Voter Registration Form; and
- Bring one or more of the following items or documents with you when you go to vote on Election Day:

- A current and valid photo ID; or
- A copy of a current utility bill; or
- A bank statement; or
- A government check; or
- A paycheck; or
- Other government document that shows your name and address.

## Register to Vote

Homeless persons living in shelter:

- Use your shelter address when filling out boxes 7 and 8 of the Voter Registration Form.

Homeless persons living on the street:

- Record your exact sleeping location (for example, a street corner or park bench) when filling out box 7 of the Voter Registration Form; and
- Record the address of an organization or shelter where you can receive mail when filling out box 8 of the Voter Registration Form

You must update your voter registration form every time you move or change your address.

## Vote in Person on November 6, 2012

Know your Poll Site!

- Search online at: [www.vote.nyc.ny.us](http://www.vote.nyc.ny.us)
- Call: 1-866-VOTE-NYC
- You'll receive a postcard from the Board of Elections in August telling you where you should vote on Election Day.
- You may also email your complete address to [vote@boe.nyc.ny.us](mailto:vote@boe.nyc.ny.us) (place the borough in which you reside in the subject line of the email).

First time voters who register to vote by mail must provide proof of identity at the Poll Site.

## Vote by Absentee Ballot

In order to be eligible to vote by absentee ballot, you must be:

- Unavoidably absent from New York City on Election Day because of duties, occupation, business, vacation or studies, or be accompanying a spouse, parent or child engaged in the above; or
- Unable to appear at the polls due to temporary or permanent illness or disability, or because you are the primary care giver of one or more individuals who are ill or physically disabled; or
- A patient or inmate in a Veterans' Administration Hospital; or
- Detained in jail awaiting Grand Jury action or confined in prison after conviction for an offense other than a felony; Having to work on Election Day does not make you eligible to vote by absentee ballot.

## Register to Vote by Absentee Ballot

- Complete Box 14 of the Voter Registration Form.
- Absentee Ballot applications are available at:
- The Board of Elections office; or
- [www.elections.state.ny.us](http://www.elections.state.ny.us)

You may also request an absentee ballot by sending a letter to the local Board of Elections. The letter must be received no earlier than 30 days and no later than seven days before the election. The letter must contain the following information:

- Your name;
- The address where you are registered;
- An address where the ballot is to be sent;
- The reason for the request; and
- Your signature.

The absentee ballot must be either personally delivered to your county board of elections no later than Election Day, or postmarked no later than November 5, 2012, and must reach the Board of Elections no more than seven (7) days after the election.

## To Register to Vote in Person:

- Visit your local Board of Elections Office between the hours of 9 a.m. and 5 p.m. during any weekday.
- The voter registration form must be delivered to the Board of Elections by October 12, 2012, unless you've been honorably discharged from the military or have become a naturalized citizen since October 12, 2012. In this case, you may register in person at the Board of Elections up until October 26, 2012.

## To Register to Vote BY MAIL:


- The voter registration form must be postmarked by October 12, 2012, and received by the Board of Elections by October 17, 2012.
- Send your voter registration form to:

Board of Elections  
32 Broadway, 7th Floor  
New York, NY 10004-1609  
(212) 487-5300


# Exhibit

# 3

# WEB-BASED LL29 VOTER REGISTRATION




# WELCOME TO AGENCY-BASED VOTER REGISTRATION TRAINING



# WHAT IS LOCAL LAW 29?

Local Law 29 facilitates nonpartisan public access to voter registration for residents of New York City through city agencies.




# MAYORAL DIRECTIVE NO. 1

Mayoral Directive No. 1 was issued on July 11, 2014 by Mayor de Blasio to increase compliance with Local Law 29. It requires that the designated agencies develop and submit a plan to provide voter registration at their agencies, to implement those plans, and to report their activities and outcomes semi-annually to the Mayor's Office of Operations.

# THREE EASY STEPS TO PROVIDING VOTER REGISTRATION

1. Operations
2. Public Interaction
3. Promotions



# OPERATIONS

1. Offer voter registration in the same manner as you would other agency services
2. Determine best signage placement in public areas of each site
3. Train as involved staff and their supervisors in appropriate voter registration procedures and handling of inquiry
4. Submit voter registration forms to Board of Elections at least weekly, only in the 5 days prior to the registration deadline
5. Track and report your outcomes to your supervisor

Weekly tracking forms for frontline staff and site supervisors.

Supervisors should aggregate unit counts on a weekly basis and complete monthly reports for the unit.

www.veed.com | 800.444.4444 | 800.444.4444

Site/Unit supervisors will use the form below to capture monthly figures.

Station	Reporting Unit
Checklist	_____
Number of new permits	_____
Number of permits renewed	_____
Number of permits expired	_____
Number of permits suspended	_____
Number of permits revoked	_____
Number of permits transferred	_____
Number of permits voided	_____
Number of permits voided	_____

Monthly forms should be submitted after the close of each month to the agency voter registration coordinator


How to Fill Out the Form (Page 1) | 10-10-2010 10:10:10 AM

10-10-2010 10:10:10 AM

[illegible]

# PUBLIC INTERACTION

- Voter Registration Etiquette
- Understanding the Voter Registration Form



© 2004 Pearson Education, Inc. All rights reserved. Printed in the United States of America. This book is printed on acid-free paper.

**In the 2014 state and federal elections only 28.8% of all eligible New Yorkers voted**

**Registration is the first step to voting; your work will make a real difference**

NEW YORK STATE BOARD OF ELECTIONS | NEW YORK STATE BOARD OF ELECTIONS

**Close the agency transaction with voter registration offer:**

- In addition to [services] we also offer voter registration. Are you registered to vote with your current name and address? Would you like an application?
- This is your choice. Registering to vote or not registering does not have any effect on your eligibility for the services we provide.
- Would you prefer a registration form in Spanish, Chinese, Korean, or Bengali? (If translations services are called, remind them to offer voter registration.)
- Please complete this form, you can return it to me for sending or drop it in any mailbox. If you need help to complete it I can help you.

**Important note:** Anyone may assist you in filling in the voter registration form but you (applicant) must sign the form.

NEW YORK STATE BOARD OF ELECTIONS | NEW YORK STATE BOARD OF ELECTIONS

**Some common DO's and DON'Ts when registering voters.**

**DO:**

- Be kind and be courteous.
- Remind that applicants know that voter registration does not affect their eligibility for city services.
- Offer voter registration in the same manner as you would offer agency services.
- Let the applicant know you can assist them if they are not 100% sure.
- Let the applicant know they will receive confirmation from the Board of Elections in 2-3 weeks.
- Call translation services if applicant needs language assistance. Note that voter forms are only available in English, Spanish, Chinese, Korean, and Bengali.

**DON'T:**

- Advise an applicant's party affiliation.
- Make statements supporting or opposing a political candidate, party or POC.
- Sign any voter registration form other than your own.

NEW YORK STATE BOARD OF ELECTIONS | NEW YORK STATE BOARD OF ELECTIONS

**You must be a citizen to register to vote.**

**You may register to vote at age 17 as long as you will be 18 by the end of the year. You may only vote in an election if you are 18 on election day.**

NEW YORK STATE BOARD OF ELECTIONS | NEW YORK STATE BOARD OF ELECTIONS

**WRITE LEGIBLY! With Blue or Black Ink!**

**Your name must match the name on your ID.**

**Verify your phone number under email above the Board of Elections (BOE) to confirm you if there are any problems with your registration form. It is not required.**

NEW YORK STATE BOARD OF ELECTIONS | NEW YORK STATE BOARD OF ELECTIONS

**Write the address where you live in Box 6. To receive mail at a different address verify it in Box 9.**

**WRITE LEGIBLY!**

**If you are homeless:**

- Write a location where you can be found, such as "Bench on Central Park on 60th Street," in Box 6.
- Write an address where you can receive mail, such as a shelter or P.O. Box in 9.

NEW YORK STATE BOARD OF ELECTIONS | NEW YORK STATE BOARD OF ELECTIONS

[illegible]

The screenshot shows the top navigation bar of the ABSORBERE website. The 'Sign up' button is highlighted with a red box. Below the navigation bar, the 'Sign up now' link is visible in the footer area.

The image shows a sample of a completed voter form. The form is divided into several sections with handwritten entries and arrows indicating the correct way to fill it out. The sections are:


- Personal Information:** Includes fields for Name, Address, City, State, and Zip. Arrows point to the correct way to fill these fields.
- Registration Information:** Includes fields for Date of Birth, Sex, and Race. Arrows point to the correct way to fill these fields.
- Ballot Information:** Includes fields for Ballot Number, Precinct, and Polling Place. Arrows point to the correct way to fill these fields.
- Signature:** A line for the voter's signature, with an arrow pointing to the correct way to sign.
- Ballot Marking:** A section for marking the ballot, with arrows pointing to the correct way to mark it.

At the bottom of the form, there is a line for the voter's signature and a line for the date. Arrows point to the correct way to fill these fields.



**Congratulations on registering to vote!**  
We can send the form to the Board of Elections for you or you may drop it in the nearest mailbox.

You will receive a voter confirmation card and your poll site location in the mail in 2-3 weeks.



NEW YORK CITY CAMPAIGN FINANCE BOARD | 646 312-6600 | www.nycfb.info

## PROMOTIONS

NEW YORK CITY CAMPAIGN FINANCE BOARD | 646 312-6600 | www.nycfb.info

## REGISTER TO VOTE

Update your name, address, party affiliation


### HERE

For a voter registration form or this website, click "link" to add your name to the list of voters. You can also register by mail or in person.

Visit [www.nycfb.info/register](http://www.nycfb.info/register) to learn more about the process.

NEW YORK CITY CAMPAIGN FINANCE BOARD | 646 312-6600 | www.nycfb.info

## GUIDE TO THE NEW YORK STATE VOTER REGISTRATION FORM



NEW YORK CITY CAMPAIGN FINANCE BOARD | 646 312-6600 | www.nycfb.info

## Voter Registration FAQ

[www.nycfb.info/voteregistrationfaq](http://www.nycfb.info/voteregistrationfaq)

## Election Day FAQ

[www.nycfb.info/electiondayfaq](http://www.nycfb.info/electiondayfaq)

NEW YORK CITY CAMPAIGN FINANCE BOARD | 646 312-6600 | www.nycfb.info

## NYC Votes is a voter outreach program of the New York City Campaign Finance Board


- National Voter Registration Day
- Voter Drives
- Host a Youth Workshop
- Tailored Voter Outreach

**Test and Learning Committee Election Day Red TV Survey Nov 6-11, 2014**


**Advertisement by Children's Services National Voter Registration Day Drive September 23, 2014**


NEW YORK CITY CAMPAIGN FINANCE BOARD | 646 312-6600 | www.nycfb.info







<b>Bonnie Lee Cunningham</b> Senior Policy Advisor Mayor's Office of Operations <a href="mailto:bonnielee@nycvotes.org">bonnielee@nycvotes.org</a> 212-476-3032	<b>Gracie Conrad Meyers</b> Director of Voter Assistance NYC Campaign Finance Board <a href="mailto:gracie@nycvotes.org">gracie@nycvotes.org</a> 212-425-1840	<b>Shawnt Armstrong</b> Voter Assistance Inter-Agency Liaison NYC Campaign Finance Board <a href="mailto:shawnt@nycvotes.org">shawnt@nycvotes.org</a> 212-425-1841
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NYC Votes is a City of New York Department of Citywide Operations initiative. | All rights reserved. | Photo: [unintelligible]



THANK YOU

 @NYCVotes

 @NYCVotes

NYC Votes is a City of New York Department of Citywide Operations initiative. | All rights reserved. | Photo: [unintelligible]

# Exhibit

# 4



# GUIDE TO THE NEW YORK STATE VOTER REGISTRATION

You may register to vote at age 17 as long as you will be 18 by the end of the year.

2

Write the address where you live in Box 8. To receive mail at a different address, write it in Box 9.

8

If you are homeless:

- write a location where you can be found, such as "Bench in Central Park on 86th Street", in Box 8.
- write an address where you can receive mail, such as a shelter or P.O. Box in 9.

9

If you are updating your voter registration, fill in your previous name, address, or county/state to help the BOE find your existing registration.

12

You must choose one of the parties listed, write in the name of a party, or choose not to enroll in any party. You must enroll in one of the listed parties to vote in that party's primary elections. You may change your party once a year by completing a new registration form and submitting it no less than 25 days before the general election. This will go into effect 7 days after the election.

14

If you are unable to vote at your poll site on Election Day, check the box to receive an Absentee Ballot from the BOE after registering to vote whether or not you check this box.

15

## 1 Qualifications

1 Are you a citizen of the U.S.? ☐ Yes ☐ No  
2 Will you be 18 years of age or older on or before election day? ☐ Yes ☐ No

Your name

Last name

First name

Suffix

More information

4 Birth date

5 Sex ☐ M ☐ F

6 Phone

7 Email

The address where you live

Address (P.O. Box, Apt./Number, City/Town/Village, New York State County)

Zip code

The address where you receive mail

P.O. Box, City/Town/Village, New York State County

Zip code

Voting history

10 Have you voted before? ☐ Yes ☐ No

11 What year?

Voting information that has changed

12 Your name was

13 Your previous state or New York State County was

Identification

14 I am a New York State resident

15 I am a New York State resident

Political party

16 I am a member of the following party

17 I am a member of the following party

Optional questions

18 I am a member of the following party

19 I am a member of the following party

WRITE LEGIBLY IN BLUE OR BLACK INK!

1 You must be a citizen to

3 Your name must match  
6 Writing your phone number allows the Board of Elections contact you if there are  
7 your registration form.

10 If you are updating your information will help in  
11 voting record. It is not

13 Provide either a New York  
14 the last 4 digits of your  
15 If you don't have either,  
16 The first time you vote,  
17 present 2 forms of identification (1) a photo ID and (2) a  
18 as an electric or gas bill  
19 and address.

16 Please read the terms of  
17 carefully before you sign  
18 your form.  
19 Someone can assist you  
20 rest of the form, but you

# Exhibit

# 5

# Election Day FAQ



## What is a primary election?

A primary election is held when more than one candidate wants a party's nomination and has successfully completed all the steps to get on the ballot. The winner of a primary election runs as that party's nominee in the general election held in November. If only one candidate is seeking a party's nomination, no primary is held for that office.

You can only vote in a primary election held by the party **you** belong to. For example, if you are a registered member of the Working Families Party, you can only vote in the Working Families Party primary, not the Democratic or Republican primary.

## Can I vote in the primary election?

If you are a registered voter who is enrolled (by the deadline) in a party that is holding a primary election, you can vote in the primary. Check with the [BOE](#) if you are not sure you are eligible.

## What is a runoff primary election and can I vote in that?

If no candidate for a citywide office (mayor, public advocate, or comptroller) receives at least 40% of the vote in the primary election, a runoff primary election is held between the two candidates who received the most votes. If you were eligible to vote in a primary, you are also eligible to vote in any runoff primary held by the party you are enrolled in.

## What is a general election and can I vote in that?

In the general election, candidates from different parties compete to win elected office. You can vote for any candidate running on any party line for each office on the ballot. You can also vote "yes" or "no" on ballot proposals. All voters who registered by the deadline are eligible to vote in the general election.

## What is a ballot proposal?

A ballot proposal is a question placed on the ballot for voters to decide. Ballot questions may involve bond issues, or proposed amendments to the New York State Constitution or the New York City Charter. In some cases, an individual or group submits a petition to place a question on the ballot.

## I don't know if I'm registered to vote—how can I find out?

Use the [Voter Registration Look-up](#) (run by the NY State Board of Elections) to check your registration status online, or call the [voter hotline](#) for assistance.

## Could my registration have expired?

Your registration has no expiration date, but it may be moved to inactive if you did not vote in the last two federal elections, or if you moved and did not update your address with the [BOE](#).

**What if I moved within New York City since the last time I voted?**

When you move, New York State law requires you to change your address with the BOE within 25 days. You do this by submitting a new voter registration form and filling in the information on the form, including information in the box labeled "Voting information that has changed." Fill in your new and old address, check the box for the party you wish to be enrolled in (do this even if you were enrolled in a party at your old address), and provide any other requested information. If you moved but you didn't change your address with the BOE before the deadline, you should go to your **new** polling place and vote by affidavit ballot. Call 866-VOTE-NYC to find out whether your change of address has been processed.

**Where do I go to vote?**

You should receive a voter card in the mail 2–3 weeks after registering to vote that contains your poll site information. You can also check online by using the Board of Elections [poll site locator](#).

**What if I can't get to my polling place on Election Day?**

You can vote by absentee ballot if you are unable to get to your polling place due to absence from the county or New York City on Election Day; temporary or permanent illness or physical disability; hospitalization; duties related to primary care of one or more individuals who are ill or disabled; or detention in a veterans administration hospital, jail, or prison, awaiting trial or action by a grand jury, or in prison for a conviction of a crime or offense that was not a felony.

There are two ways to vote by absentee ballot: by mail or in person.

**To vote absentee by mail**, call **866-VOTE-NYC** to request an absentee ballot application or download it from [the BOE's website](#). Fill out the application and mail it to your BOE borough office by the deadline. The BOE will send you an absentee ballot. Fill it out and mail it by the deadline to your [BOE borough office](#).

**Absentee voting in person:** Absentee voting in person begins as soon as the ballots are available (at least 32 days before an election) and ends on Election Day. It is conducted at your [BOE borough office](#) Monday–Friday and on the weekend prior to Election Day, 9:00 a.m. to 5:00 p.m., and until 9:00 p.m. on Election Day.

**Please note:** If the deadline for requesting an absentee ballot by mail has passed and you cannot appear at your poll site on Election Day because of an accident or sudden illness, you can send a representative to your BOE borough office with a written letter of authorization to obtain an absentee ballot on your behalf. A completed application and your completed ballot must be returned to your [BOE borough office](#) by 9:00 p.m. on Election Day.

**I'm not sure who's running in my district, where can I find out more about candidates?**

NYC Votes mobile web, [www.nycvotes.org](http://www.nycvotes.org)

**I was convicted of a felony, can I register and vote?**

If you have been convicted of a felony you can register and vote after you complete your sentence and/or parole. If you are awaiting sentencing, are on felony probation, or were convicted of a misdemeanor, you are able to register and vote. If you are unsure about your status please contact your parole/probation officer.

**I am currently homeless, can I register and vote?**

Yes, you have the right to vote. Fill out a voter registration form and write a location where you can be found, such as "Bench on Central Park on 86th Street," as the address where you live. Write the address of a shelter, a P.O. Box, or family members address as the address where you receive mail. Your voter card will be sent to this address and you will be assigned a poll site according to the address where you live.

**Do I need any identification to vote on Election Day?**

In most cases you will not need an ID to vote. As a first time voter you may be asked for a photo ID to verify you are who you claim to be. A valid ID is any valid photo ID with your name as well as utility bills or bank statements with your name and address.

**I am a registered voter but cannot find my name on the voter rolls in my poll site, can I vote?**

Yes, if your name does not appear in the voter rolls and you are at the correct poll site you may vote by affidavit ballot. You should double check your voter registration status and poll site location to verify your information before asking your poll worker for an affidavit ballot. Your ballot will be counted after the Board of Elections verifies your registration.

# Exhibit

6



# Voter Registration FAQ



## How do I register to vote?

Fill out a voter registration form and submit it in person or by mail with the NYC Board of Elections (BOE). You can download a registration form from the BOE's website, pick one up at your local BOE office, or call 866-VOTE-NYC to request one by mail. NY residents can also register online at the NYS Department of Motor Vehicles. The deadline for postmarked and in-person registration submissions is 25 days prior to the election you wish to vote in.

## Can I register to vote online?

Online voter registration is available through the DMV, but requires a valid New York State ID. Visit the DMV website to set up a profile and register online: <http://dmv.ny.gov/more-info/electronic-voter-registration-application>.

## I don't know if I'm registered to vote—how can I find out?

Use the Voter Registration Look-up (run by the NY State Board of Elections) to check your registration status online, or call the voter hotline for assistance.

## Could my registration have expired?

Your registration has no expiration date, but it may be moved to inactive if you did not vote in the last two federal elections, or if you moved and did not update your address with the BOE.

## What if I moved within New York City since the last time I voted?

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## Where do I go to vote?

You should receive a voter card in the mail 2–3 weeks after registering to vote that contains your poll site information. You can also check online by using the Board of Elections poll site locator.

**What if I can't get to my polling place on Election Day?**

You can vote by absentee ballot if you are unable to get to your polling place due to absence from the county or New York City on Election Day; temporary or permanent illness or physical disability; hospitalization; duties related to primary care of one or more individuals who are ill or disabled; or detention in a veterans administration hospital, jail, or prison, awaiting trial or action by a grand jury, or in prison for a conviction of a crime or offense that was not a felony.

There are two ways to vote by absentee ballot: by mail or in person.

**To vote absentee by mail**, call **866-VOTE-NYC** to request an absentee ballot application or download it from the BOE's website. Fill out the application and mail it to your BOE borough office by the deadline. The BOE will send you an absentee ballot. Fill it out and mail it by the deadline to your BOE borough office.

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**I am currently homeless, can I register and vote?**

Yes, you have the right to vote. Fill out a voter registration form and write a location where you can be found, such as "Bench on Central Park on 86<sup>th</sup> Street," as the address where you live. Write the address of a shelter, a P.O. Box, or family members address as the address where you receive mail. Your voter card will be sent to this address and you will be assigned a poll site according to the address where you live.

# Exhibit



# REGISTER TO VOTE



Or

**Update your name, address, party affiliation**

# HERE

*Forms also available in  
Bengali, Chinese, Korean  
and Spanish*

Ask your case manager for a voter registration form. After filling it out, hand it back to your case manager, or drop it in any mailbox.

Voter registration **does not** affect your eligibility for any city services. You must be a citizen to register to vote.



# Exhibit

Memo

8

It is a pleasure to have you here, and I hope you will find the trip well worth the effort. The weather is very pleasant here, and the people are very friendly. I hope you will have a good time.

I am sure you will find the trip well worth the effort. The weather is very pleasant here, and the people are very friendly. I hope you will have a good time.

I am sure you will find the trip well worth the effort. The weather is very pleasant here, and the people are very friendly. I hope you will have a good time.

I am sure you will find the trip well worth the effort. The weather is very pleasant here, and the people are very friendly. I hope you will have a good time.

# Memo

**To:** DHS Shelter Staff

**From:** Mark Neal, General Counsel

**CC:** Gilbert Taylor, Commissioner

**Date:** July 15, 2015

**Re:** **Voter Registration Training and Materials**

---

Local Law 29 of the City of New York ("Local Law 29") requires the Department of Homeless Services and its contractors to provide and distribute voter registration forms to clients together with applications for services, renewal or recertification for services and changes of address. DHS and its contracted providers must distribute the "Code 9" voter registration form provided by the Board of Elections.

In order to comply with Local Law 29 and to increase DHS clients' participation in the electoral process, please continue to make Code 9 Voter Registration available to your shelter clients. Please prominently display any promotional materials (including the enclosed signage) and promptly provide a Code 9 Voter Registration form to any client who requests one.

If an individual asks for assistance, please provide all necessary assistance to the individual. Attached to this e-mail is a PowerPoint presentation and informational materials to aid your shelter staff in providing assistance to shelter clients. Please ensure that all shelter staff who have direct client contact view the enclosed PowerPoint presentation and review the informational materials.

If you have any questions, please contact your designated Program Administrator or Analyst.



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Director  
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**Agency-Based Voter Registration –January 15, 2016**

**Agency: City of New York Department of Parks & Recreation**

**Name of Agency Reporter: Stephanie Jones**

**Phone: (212) 360-3303**

**Email: stephanie.jones@parks.nyc.gov**

.....  
# of people served: 1.8 million

# of applications distributed to individuals: 26,600 provided to staff/1,650 were given out to the public during this period \_\_\_\_\_

# of applications collected and sent to Board of Elections: 1,650 were given out to the public during this period. Forms are not currently collected and sent to the Board of Elections by the agency \_\_\_\_\_

# of front line staff trained: 54 trained last period, 50 to be trained this period at upcoming staff development February 1 through February 5, 2016 \_\_\_\_\_

# of "clicks" on home page voter registration button 201,783 views of the Parks homepage, 23 clicks on voter registration button \_\_\_\_\_

Narrative: One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered

**Administrative**

Arsenal Permit Office and Store, Manhattan

**Buildings/Permit**

Queens Permit Office

**Offices (Ballfield,**

Queens Ballfield Permit Office

**Tennis and Special**

Brooklyn Permit Office

**Events)**

Bronx Permit Office

Arsenal West Permit  
Office, Manhattan

Staten Island Permit Office

Recreation Centers

*Bronx*

Hunts Point Recreation Center  
Owen Dolen Recreation Center  
St. James Recreation Center  
St. Mary's Recreation Center  
Williamsbridge Oval

*Brooklyn*

Brownsville Recreation Center  
Fort Hamilton Senior Center  
Herbert Von King Cultural Arts Center  
McCarren Play Center  
Metropolitan Recreation Center  
Red Hook Recreation Center  
St. John's Recreation Center  
Sunset Park Recreation Center

*Manhattan*

Alfred E. Smith Recreation Center  
Asser Levy Recreation Center  
Chelsea Recreation Center

Gertrude Ederle Recreation Center  
Hamilton Fish Recreation Center  
Hansborough Recreation Center  
Highbridge Recreation Center  
J. Hood Wright Recreation Center  
Jackie Robinson Recreation Center  
Pelham Fritz Recreation Center  
Recreation Center 54  
Thomas Jefferson Recreation Center  
Tony Dapolito Recreation Center

*Queens*

Al Oerter Recreation Center  
Flushing Meadows Corona Park Pool & Rink  
Lost Battalion Hall Recreation Center  
Roy Wilkins Recreation Center  
Sorrentino Recreation Center

*Staten Island*

Faber Park Field House  
Greenbelt Recreation Center  
Lyons Pool Recreation Center

- Describe how training was provided

Voter registration training is provided to Recreation Center Managers and Deputy Center Managers as a component of regular staff trainings. Trainings were conducted last period by Stewart Armstrong of the NYC Campaign Finance Board and Stephanie Jones, NYC Parks Voter Registration Liaison. This period, the agency will be incorporating the trainings as part of its yearly Public Programs Summit, February 1 through February 5, 2016. The Summit trains Recreation Center staff, as well as staff from other Public Programs divisions, like Computer Resource Centers, the Urban Park Rangers and Aquatics. NYCCFB materials such as Voter Registration FAQs, Election Day FAQs and the Guide to the New York State Voter Registration



Form will be provided to staff. A link to an NYCCFB online training is also furnished through the agency's intranet.

- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)  
Voter registration forms are given to anyone who applies, renews or changes the address of their Recreation Center membership. Forms are also supplied to Permit Office visitors.
- Describe special registration activities, if any  
The agency introduced a new special event, Fall Field Day, this year. Fall Field Day was held on Election Day, November 3, 2015, at Highbridge Park, and it incorporated a voting theme. Over 3,000 people attended the event. Voter registration forms were provided in Spanish and English, and a defunct voting booth from the NYC Board of Elections was exhibited where kids could vote on their favorite park, snack or sport. Finally, patriotic pins were given out with people's photos on them. The intention was to raise awareness around voting and the election that day.

NYC Parks participated in National Voter Registration Day on September 22, 2015. Voter drives were held at all Parks Recreation Centers. The centers signed up 75 people that day. NYC Parks also worked with the NYCCFB to welcome interested press at the Highbridge Recreation Center location in Upper Manhattan.

The agency is considering the introduction of the online voter registration portal used for DCAS, and demonstrated at a recent meeting for agency voter registration liaisons, to its online permit system. The system has around 230,000 visitors annually.

- Describe challenges, both resolved and unresolved  
This period, Recreation Center staff reported that it was difficult to generate interest from the public, and/or that members were already registered. At one center, efforts have been focused on voters who have recently turned voting age, and a higher success rate has been reported. Since the centers are popular destinations for teenagers, the agency is exploring ways to expand this approach.

Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)



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+1 212 788 1665 fax

**Agency-Based Voter Registration –January 15, 2016**

**Agency: NYC Department of Probation**

**Name of Agency Reporter: NYC Department of Probation**

**Phone: 718-802-4500**

**Email:scacace@probation.nyc.gov**

.....  
# of people served: 2,493 (July 2015 to December 2015)

# of applications distributed to individuals: 313

# of applications collected and sent to Board of Elections: 0

# of front line staff trained: 15

# of "clicks" on home voter registration button: N/A

**Narrative: One to 2 pages maximum. Bullets OK.**

- List the locations and types of agency operations where voter registration was actually offered
- Describe how training was provided
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
- Describe special registration activities, if any
- Describe challenges, both resolved and unresolved


Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)

**Narrative:**

- We have 5 Locations throughout NYC that we currently distribute Voter

Registration Applications through our Intake Process at DOP. We also have Voter registration materials available in our HUBS (waiting rooms) citywide.

- No new training was offered to staff at this time
- Targeted distribution occurs at Intake - a client receiving Probation and meeting with a Probation Officer receives a Voter registration packet
- No challenges at this time

 <b>NUMBER OF REDIRECTIONS TO VOTER REGISTRATION</b> <b>JULY 1, 2015 THROUGH DECEMBER 31, 2015</b>		
Department of Probation	SELECTED FROM PAGE	REDIRECTIONS
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/contact/contact.shtml">www.nyc.gov/html/prob/html/contact/contact.shtml</a>	15
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/home/home.shtml">www.nyc.gov/html/prob/html/home/home.shtml</a>	14
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/jobs/jobs.shtml">www.nyc.gov/html/prob/html/jobs/jobs.shtml</a>	7
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/about/about.shtml">www.nyc.gov/html/prob/html/about/about.shtml</a>	4
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/contracting/contracting.shtml">www.nyc.gov/html/prob/html/contracting/contracting.shtml</a>	5
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/careers/career_serv.shtml">www.nyc.gov/html/prob/html/careers/career_serv.shtml</a>	3
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/jobs/application.shtml">www.nyc.gov/html/prob/html/jobs/application.shtml</a>	2
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/family/family.shtml">www.nyc.gov/html/prob/html/family/family.shtml</a>	2
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/adult/faq.shtml">www.nyc.gov/html/prob/html/adult/faq.shtml</a>	2
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/about/chart.shtml">www.nyc.gov/html/prob/html/about/chart.shtml</a>	2
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/resources/resources.shtml">www.nyc.gov/html/prob/html/resources/resources.shtml</a>	3
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/adult/adult.shtml">www.nyc.gov/html/prob/html/adult/adult.shtml</a>	1
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/contact/locations.shtml">www.nyc.gov/html/prob/html/contact/locations.shtml</a>	1
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/jobs/internships.shtml">www.nyc.gov/html/prob/html/jobs/internships.shtml</a>	1
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/contracting/rfa.shtml">www.nyc.gov/html/prob/html/contracting/rfa.shtml</a>	1
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/news/news.shtml">www.nyc.gov/html/prob/html/news/news.shtml</a>	1
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://www.nyc.gov/html/prob/html/family/faq.shtml">www.nyc.gov/html/prob/html/family/faq.shtml</a>	1
<a href="http://www.nycctfb.info/nyc-votes/agency-registering-vote">http://www.nycctfb.info/nyc-votes/agency-registering-vote</a>	<a href="http://home.nyc.gov/html/prob/html/contracting/hhs.shtml">home.nyc.gov/html/prob/html/contracting/hhs.shtml</a>	1
<b>TOTAL</b>		<b>66</b>



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**Agency-Based Voter Registration –January 15, 2016**

**Agency:** **Taxi & Limousine Commission**

**Name of Agency Reporter:** David Klahr

**Phone:** (212) 676-1016 **Email:** klahrd@tlc.nyc.gov

.....  
**# of people served:** 124,664

**# of applications distributed to individuals:** 8

**# of applications collected and sent to Board of Elections:** 0

**# of front line staff trained:** 156

**# of "clicks" on home page voter registration button** 0

**Narrative:** One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered
- Describe how training was provided
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
- Describe special registration activities, if any
- Describe challenges, both resolved and unresolved

Email to: Bonda Lee-Cunningham at [bleecunningham@cityhall.nyc.gov](mailto:bleecunningham@cityhall.nyc.gov)

The New York City Taxi and Limousine Commission (TLC), created in 1971, is the agency responsible for licensing and regulating New York City's medallion (yellow) taxicabs, for-hire vehicles (community-based liveries and black cars), Boro Taxis, commuter vans, paratransit vehicles (ambulettes) and certain luxury limousines. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, and performs safety and emissions inspections of all licensed vehicles.

The agency currently maintains a staff of approximately 600 employees, many of whom interface daily with TLC licensees. Employees who work on our front-lines in customer service capacities have received training on Local Law 29/Mayor Directive 1 through the Voter Registration Etiquette Job Aid training packets that were distributed on May 15, 2015. The packet was distributed to a total of 156 TLC employees.

Voter registration forms are currently distributed in four separate ways by various TLC divisions and departments:

- **Human Resources** (located in Lower Manhattan) includes registration forms in hiring packets for new employees.
- **Policy/External Affairs** (located in Lower Manhattan) distributes voter registration forms at outreach events to licensees that occur about 4 to 6 times per week across all 5 boroughs.
- **Licensing Division** (located in Long Island City, Queens) Forms available in person at their facility that hundreds of licensees visit each week for transactions such as new licenses applications, vehicle licenses, etc. Information on how to contact the Board of Elections is included on all TLC-issued forms for licensees.
- **Safety + Emissions Division** (located in Woodside, Queens) has forms available for distribution at its counter operations that licensees must visit on a regular basis (ranging from three times a year to once every two years) for inspections on their vehicle.

By using these targeted strategies, TLC has ensured that all TLC licensees (and incoming employees) will receive voter registration information.

The voter registration link does not currently appear on TLC's website homepage.





**Agency-based Voter Registration**  
**Under Local Law 29 and Mayoral Directive No. 1:**  
**Reporting Period: July 1 – December 31, 2015**  
**Report Due: January 15, 2016**

Agency: New York City Department of Transportation  
Name of Agency Reporter: Mitchell J. Paluszek, Senior Advisor  
Phone/Email: (212) 839-6414 / [mpaluszek@dot.nyc.gov](mailto:mpaluszek@dot.nyc.gov)

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No. of people served <sup>1</sup> :	32,954
311 Service Requests: (6,188)	
Visitors to Public Service Centers: (26,766)	

No. of applications distributed (in connection with 311 literature requests) <sup>2</sup> :	6,318
No. of applications distributed (provided to Public Service Centers) <sup>3</sup> :	<u>1,000</u>
	7,318

No. of applications collected and sent to Board of Elections <sup>4</sup> :	0
No. of Front Line staff trained <sup>5</sup> :	0

No. of “clicks” on home page voter registration button:	890
No. of “clicks” on voter registration buttons on other DOT webpages <sup>6</sup> :	110

- List the locations and types of agency operations where voter registration was actually offered

There are eight locations – Public Service Centers – where voter registration forms are available to the public:

1. 55 Water Street, Manhattan – Permit Management (Permits)
2. 59 Maiden Lane, Manhattan – Highway Inspection and Quality Assurance (HIQA)
3. 16 Court Street, Brooklyn – Permits and HIQA
4. 1400 Williamsbridge Road, Bronx – Permits and HIQA
5. 10 Richmond Terrace, Staten Island – Permits and HIQA
6. 120-55 Queens Blvd., Kew Gardens, Queens – Permits and HIQA

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<sup>1</sup> See, Report Methodology, Sections 1.0, 1.1, and 1.2, attached.

<sup>2</sup> See, Report Methodology, Section 2.1, attached.

<sup>3</sup> See, Report Methodology, Section 2.2, attached.

<sup>4</sup> See, Report Methodology, Section 3.0, attached.

<sup>5</sup> See, Report Methodology, Section 4.0, attached.

<sup>6</sup> See, Report Methodology, Section 5.0, attached.

7. 28-11 Queens Plaza North, Long Island City, Queens – Parking and Permits
8. St. George Ferry Terminal, Staten Island – Passenger Service Office

- Describe how training was provided

In our last report, dated July 15, 2015, we reported that 30 employees were trained.

We are pleased to report that, in connection with Mayor de Blasio's Small Business First initiative, DOT anticipates providing intensive customer service training to all employees with responsibilities which include, on a routine basis, face-to-face dealings with the public. Coincidentally and fortunately, this pool of employees includes virtual all the employees who would benefit from this training. Consequently, DOT is already developing a voter registration module for this customer service training. We anticipate that upwards of 70 employees will receive this training.

- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)

There were no targeted distributions beyond the 7,318 distributed in connection with 311 literature requests and at DOT Public Service Centers.

- Describe challenges, both resolved and unresolved

DOT is optimistic that the training which will be conducted in the next six months will assist us in our continuing challenge of how to properly engage, if even possible, the population which comes to our Public Service Centers (which, as mentioned in our last report is largely business owners either seeking permits to undertake major roadwork or coming to remedy violations).

Note regarding the Semi-annual Report for January 1 – June 30, 2015, submitted July 15, 2015: On the referenced report, DOT reported distributing 14 boxes of 1000 forms to Public Service Centers. We remain comfortable in using this methodology for determining the number of forms distributed at the PSCs, based on the presumption that PSCs will ask for more forms when all their forms are distributed. However, we realized when preparing this semi-annual report that, in that first reporting period, the boxes which were distributed to the PSCs were not provided, for the most part, to replenish forms that had been distributed, but, rather, to replace forms which had been discarded because new forms were printed by the Board of Election. Consequently, "14,000" represented, for that reporting period only, a skewed accounting of the number of forms which made their way into the hands of the public.

## **SEMI-ANNUAL AGENCY BASED VOTER REGISTRATION REPORT METHODOLOGY (revised January 14, 2016<sup>1</sup>)**

### **1.0 # of people served**

DOT distributes Voter Registration forms primarily in two ways: (1) when satisfying requests for hard-copies of DOT applications and literature through 311, and (2) at DOT Public Service Centers. “# of people served” represents a combination of data from both methods, as described below.

#### **1.1 311 Service Requests**

DOT’s Language Access Unit (LAU) is responsible for the distribution of literature resulting from requests for “hard-copy” copies of DOT brochures, applications and forms through 311. A caller may request one copy of one document, multiple copies of a single document, or single copies of several documents. DoITT assigns a discrete Service Request number to each document requested by a caller, regardless of the number requested. Hence, a request from a caller for one copy of one document will result in one “SR#”, a request from a caller for multiple copies of one document will, similarly, result in one “SR#”, and a request from a caller for one copy of, for example, five different documents will result in five “SR#s”.

LAU periodically exports Excel spreadsheets from the 311 Siebel database identifying Service Requests.

Based on a presumption that most callers request hard-copies of only one document during a call to 311, DOT will use the number of Service Requests made during the reporting period as one component of the total “# of people served.”

#### **1.2 Visitors to Public Service Centers**

Voter Registration forms are available at DOT’s Public Service Centers, including the Staten Island Ferry Passenger Service Office. Based on guidance from the Mayor’s Office of Operations (see, email from Bonda Lee-Cunningham to Agency-based Voter Registration Coordinators, dated June 18, 2015, 2:21 PM), DOT will use the number of visitors to these Public Service Centers in the reporting period as the second component of “#of people served.”

The number of visitors to each Public Service Center is derived as follows:

55 Water Street, Manhattan – Permit Management [Actual number based upon QNOMY queuing system]

59 Maiden Lane, Manhattan – Highway Inspection and Quality Assurance (HIQA) [Estimated number provided by management of unit]

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<sup>1</sup> Revised to reflect new request for “# of ‘clicks’ on home page voter registration button”(see, Section 5.0.) and to clarify that LAU does not provide forms with the NYC Bike Map and Truck Route Map.

16 Court Street, Brooklyn – Permits/HIQA [Estimated number provided by management of unit]  
1400 Williamsbridge Road, Bronx – Permits/HIQA [Estimated number provided by management of unit]  
10 Richmond Terrace (Staten Island Borough Hall) – Permits/HIQA [Estimated number provided by management of unit]  
120-55 Queens Blvd., Queens – Permits [Estimated number provided by management of unit]  
120-55 Queens Blvd., Queens – HIQA [Estimated number provided by management of unit]  
28-11 Queens Plaza North, Queens – Parking and Permits [Estimated number provided by management of unit]  
St. George Ferry Terminal – Passenger Service Office [Estimated number provided by management of unit]

## **2.0 # of applications distributed**

LAU is the liaison with the NYC Board of Elections with respect to receipt of all Voter Registration forms for distribution by DOT. Consequently, all forms distributed by DOT pass through LAU. To determine the “# of applications distributed,” DOT will provide two numbers: (1) the number of forms actually distributed by LAU during the reporting period in connection with 311 Service Requests for literature, (2) the number of forms given to the Public Service Centers by LAU during the reporting period.

### **2.1 311 Literature Service Requests**

In fulfilling requests of hard-copy copies of DOT brochures, applications and forms through 311, LAU provides up to five Voter Registration forms with each request; that is, where the Service Request calls for one to five copies of a document, DOT will provide an equal number of Voter Registration forms. If the Service Request calls for more than five copies of a DOT document, DOT will provide five Voter Registration forms.

Note: LAU does not distribute Voter Registration forms when satisfying requests for the “NYC Bike Map” and “Truck Route Map.”

(Where the Service Request is for a DOT document which has been translated into Spanish, Chinese, Bengali and Korean, DOT will similarly provide up to five Voter Registration forms in the requested language. For translated documents in any other languages, DOT will provide up to five forms in English.)

Therefore, using information provided on the 311 Service Request spreadsheets, **DOT will calculate the number of Voter Registration forms distributed during the reporting period and will use that number as one component of “# of applications distributed”.**

## **2.2    Public Service Centers**

LAU monitors the adequacy of the supply of Voter Registration forms at the Public Service Centers. When supplies are low, LAU re-supplies Voter Registration forms in bulk to the Public Service Centers (generally, in batches of 1,000), and will, in the semi-annual report, provide the number of forms given to the Public Service Centers by the LAU during the reporting period. The frequency of re-supplying Centers and the number provided will, from reporting period to reporting period, reflect the number of forms distributed by the Centers.

## **3.0    # of applications collected and sent to Board of Elections:**

LAU has provided a drop box for Public Service Center to use when customers ask that DOT mail their completed VR form directly to the BOE. Staff is instructed to insert the completed form into the box and notify the public service manager. The manager notifies LAU of the number of forms collected and this number is noted for reporting purposes.

## **4.0    # of front line staff trained**

DOT will provide a number representing the total of: (1) the number of employees, including managers and supervisors, who have attended briefings and/or executive level training offered by, for example, the Mayor's Office of Operations on the Voter Registration initiative, and (2) the number of front line employees who have been trained.

## **5.0    # of "clicks" on home page voter registration button**

DOT's Web Maintenance Supervisor has provided LAU with the number of "visits" and "views" to both the link on DOT's home page and links at other DOT web pages. The Supervisor has explained that one click on the link is both a visit and a view; a second click on the link within 15 minutes would be recorded as one visit and two views. For this query, DOT will provide, unless directed otherwise, the number of views for both the home page link and the links at other DOT sites.



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**Agency-Based Voter Registration –February 9, 2016**

**Agency: Department of Youth and Community Development**

**Name of Agency Reporter: Andrew Miller**

**Phone: 646-343-6738**

**Email: [amiller@dycd.nyc.gov](mailto:amiller@dycd.nyc.gov)**

.....  
# of people served: 26,536

# of applications distributed to individuals: 6,267

# of applications collected and sent to Board of Elections: 610

# of front line staff trained: 389

# of "clicks" on home page voter registration button 43

Narrative: One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered:

DYCD funded programs include:

82nd Street Academics
Abbott House
Abraham House
Abyssinian Development Corporation
Achievement First, Inc.
Action Center for Education and Community Development, Inc
African Refuge Inc.
After School All Stars New York
After-School All-Stars
Ali Forney Center
APEX For Youth, Inc
Art Start, Inc
Arts Connection, Inc.
Ascend Learning Inc.
Asian Americans for Equality
Aspira of New York, Inc.

B.E.L.L. Foundation
BCA Watson Rice LLP
Bedford Stuyvesant New Beginnings Charter School
Beer Hagolah Institutes
Bergen Basin Community Development Corp.
Bergen Beach Youth Organization, Inc.
Big Brothers/Big Sisters Inc. of NYC
Black Spectrum Theatre Co., Inc.
Boys & Girls Club of Metro Queens, Inc
Boys & Girls Harbor, Inc
Brienza's Educare
Bronx Council On The Arts, Inc.
Bronx House
BronxWorks, Inc.
Brooklyn Bureau of Community Service
Brooklyn Childrens Museum
Brooklyn Chinese American Association
Brooklyn Neighborhood Improvement Association
Brooklyn Prospect Charter School
CAMBA, Inc.
Cardinal McCloskey Services
Casita Maria, Inc.
Catholic Charities Community Service, Archdiocese of N Y
Catholic Charities Neighborhood Services, Inc.
Center for Alternative Sentencing and Employment Services
Center for Community Alternatives, Inc
Center for the Integration & Advancement of New Americans
Central Queens YM & YWHA, Inc
Child Development Ctr of the Mosholu Montefiore Comm Center
Children of Promise, NYC
Childrens Arts & Science Workshops, Inc.
Chinatown Manpower Project, Inc.
Chinese American Planning Council
Citizen Schools
City Growers, Inc.
City Parks Foundation
City Year, Inc.
Claremont Neighborhood Centers, Inc.
Coalition for Hispanic Family Services
Committee for Hispanic Children and Families, Inc.
Community Association of Progressive Dominicans
Community Counseling & Mediation
Community League of the Heights, Inc
Community Mediation Services, Inc.
Community Partnership Charter School Education Corporation
Core Service Group, Inc.
Council of Jewish Organizations of Flatbush, Inc.
Council of Peoples Organization, Inc.
Counseling in Schools



Covenant House New York/Under 21, Inc.
Cypress Hills Local Development Corporation
Development Without Limits (DWL)
Diaspora Community Services, Inc
Directions For Our Youth, Inc.
DIVAS for Social Justice, Inc.
DreamYard Project, Inc.
East Harlem Employment Services, Inc.
East Harlem Tutorial Program, Inc.
East Side House, Inc.
Edith and Carl Marks Jewish Community House of Bensonhurst
Educational Alliance, Inc.
El Barrio's Operation Fightback, Inc.
El Puente De Williamsburg
Fahari Academy Charter School
Family Life Academy Charter School
Fedcap Rehabilitation Services, Inc
Federation of Italian-American Organizations of Brooklyn
Flatbush Development Corporation
Fordham University
Fort Greene Council, Inc.
Fresh Youth Initiatives
Fund for the City of New York
Girls Educational and Mentoring Services Inc. (GEMS)
Girls Incorporated of New York City
Girls Preparatory Charter School of New York
Global Kids, Inc.
Goddard-Riverside Community Center
Good Shepherd Services
Goodwill Industries of Greater New York
Graham Windham
Grand Street Settlement, Inc.
Greater Ridgewood Youth Council, Inc.
Haitian Americans United For Progress
Hands In 4 Youth
Harlem Children's Zone, Inc
Harlem Commonwealth Council Inc
Harlem Dowling-West Side Ctr.For Children & Family Services
Harlem RBI(Reviving Baseball in Inner Cities
Harriman Summer Camp, S-11
Heartshare St. Vincent's Services
Hebrew Educational Society
Hellenic American Neighborhood Action Committee (HANAC)
Henkels & McCoy, Inc.
Henry Street Settlement, Inc.
Homes for the Homeless
Hospital Audiences, Inc.
Hudson Guild
Imani House, Inc.

Imeinu, Inc.
Immigrant Social Services, Inc.
InnovateEDU Inc
Inwood Community Services, Inc.
Inwood House
Italian American Civil Rights League
Jacob A. Riis Neighborhood Settlement, Inc.
Jewish Community Center of Staten Island, Inc.
Jewish Community Council of Greater Coney Island, Inc.
Jewish Institute of Queens
Jewish Services Coalition, Inc
John W. Lavelle Preparatory Charter School
JTPA Sheet Metal Program ETER Fund
Kings Bay YM-YWHA, Inc.
Kingsbridge Heights Community Center, Inc.
KIPP Academy Charter School
KIPP Always Mentally Prepared Charter School (K357)
KIPP Infinity Charter School (M336)
KIPP NYC Washington Heights Academy 1 Charter School
KIPP Star College Prep Charter School
Kips Bay Boys & Girls Club
Korean Community Services of Metropolitan New York, Inc.
Learning Through An Expanded Arts Program, Inc.
Legal Outreach, Inc
Long Island University
Lower Eastside Girls Club
Madison Square Boys & Girls Club
Make the Road New York
Manhattan Youth Recreation and Resources, Inc.
Maspeth Town Hall, Inc.
Mercy Center
Midwood Development Corporation
Morningside Center for Teaching Social Responsibility, Inc.
Mosholu Montefiore Community Center, Inc.
Nasry Michelen Day Care Center, Inc
National Society for Hebrew Day Schools
Neighborhood Initiatives Development Corporation
New York City Community Learning Schools Initiative
New York City Department of Education
New York City Housing Authority
New York City Mission Society
New York Junior Tennis League
NIA Community Services Network, Inc.
Noel Pointer Foundation, Inc.
North Brooklyn Development Corporation
Northern Manhattan Improvement Corporation
Northside Center For Child Development, Inc.
NY Tibetan Service Center, Inc.
NY United Jewish Association, Inc.

NYSARC, Inc., NYC Chapter Assn. for Help of Retarded Childre
Oasis Communtiy Corporation DBA Roads to Success
Opportunities for a Better Tomorrow
P2L Pathways to Leadership
Partnership for After School Education (PASE)
Partnership With Children, Inc.
Pencil
Phipps Neighborhoods, Inc.
Play Study Win Inc
Police Athletic League, Inc.
Project Hospitality
Purelements: An Evolution in Dance Inc
Queens Borough Public Library
Queens Community House, Inc.
Red Hook Initiative, Inc.
Reel Stories Teen Filmmaking, Inc
Renaissance E.M.S.
Research Foundation of CUNY
Research foundation of CUNY on behalf of Lehman College
Research Foundation of CUNY/ CUNY Creative Arts Team
Research Foundation of CUNY/ Medgar Evers College
Research Foundation of CUNY/LaGuardia Community College
Research Foundation of CUNY/Medgar Evers College
Research Foundation on behalf of La Guardia Community Colleg
Ridgewood Bushwick Senior Citizens Council
Riverdale Community Center, Inc.
Riverdale Neighborhood House, Inc.
Riverside Language Program, Inc.
Rockaway Artist Alliance, Inc.
Rockaway Development & Revitalization Corporation
Rocking the Boat, Inc.
Roosevelt Island Youth Program, Inc.
Safe Horizon, Inc
Safe Space NYC, Inc.
Samuel Field YM & YWHA, Inc.
Scan New York Volunteer Parent Aides Association Inc
School Settlement Association
SCO Family of Services
Sesame Flyers International, Inc.
Sheltering Arms Children and Family Services, Inc.
Shorefront YM-YWHA
Simpson Street Development Association, Inc.
South Asian Youth Action
South Bronx Overall Economic Development Corp.
Southeast Bronx Neighborhood Center, Inc. (SEBNC)
Southern Queens Park Association
Sports and Arts In Schools Foundation, Inc.
St. John's University
St. Nicks Alliance

Stanley M. Isaacs Neighborhood Center, Inc.
Staten Island Employment Education Consortium
Stryckers Bay Neighborhood Council, Inc.
Sunnyside Community Service, Inc.
Sunset Bay Community Services, Inc
Sunset Park Health Council, Inc.
Teachers College Columbia University
Team First, Inc.
The After School Corporation
The Arab American Family Support Center
The Child Center of NY
The Children's Aid Society
The Children's Village
The Crenulated Company LTD. DBA New Settlement Apartments
The Door - A Center of Alternatives
The Fortune Society, Inc.
The Friends of Crown Heights Educational Center
The Korean American Family Services Center
The Lineage Project Inc
The Salvation Army
The Tides Center
The Young Womens Christian Association of Queens
Turning Point
Union Settlement Association
United Activities Unlimited, Inc.
University Settlement Society of New York, Inc
Unlocking Futures, Inc.
Urban Arts Partnership
Urban Neighborhood Services, Inc.
Urban Strategies, Inc.
Variety Boys & Girls Club of Queens, Inc.
Westhab, Inc.
Wildcat Service Corporation
Women In Need, Inc.
Women's Housing and Economic Development Corporation (WHEDCO)
Woodside On The Move, Inc.
Woodycrest Center For Human Development
Xposure Foundation Inc.
Yeshiva Kehilath Yakov (Parent Hdqtrs)
YM-YWHA of Washington Heights Inwood
YMCA of Greater New York - Virtual Y
YMCA of Greater New York / Dodge
YMCA of Greater New York/Bedford Stuyvesant
YMCA of Greater New York/Chinatown
YMCA of Greater New York/Corporate
YMCA of Greater New York/Cross Island
YMCA of Greater New York/Eastern District
YMCA of Greater New York/Flatbush Branch
YMCA of Greater New York/Flushing

<i>YMCA of Greater New York/Greenpoint</i>
<i>YMCA of Greater New York/Harlem Branch</i>
<i>YMCA of Greater New York/Jamaica Branch</i>
<i>YMCA of Greater New York/Long Island City</i>
<i>YMCA of Greater New York/Prospect Park</i>
<i>YMCA of Greater New York/Staten Island Broadway Center</i>
<i>YMCA of Greater New York/Staten Island South Shore</i>
<i>YMCA of Greater New York/Vanderbilt</i>
<i>YMCA of Greater New York/West Side</i>
<i>YMCA of Greater New York-Bronx YMCA</i>
<i>Young Athletes, Inc.</i>
<i>Young Dancers In Repertory, Inc.</i>
<i>Youth Development Institute, A Program of the Tides Center</i>
<i>YPIS of Staten Island Inc.</i>
<i>YWCA of the City of New York (Main Branch)</i>

- Describe how training was provided

Providers were encouraged to utilize the Campaign Finance Board's on-line training. Individual trainings would be challenging given the large number of contractors, staff and locations programming takes place, especially given the Campaign Finance Board's limited staffing.

- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)

Program enrollment time, registration fairs.

- Describe challenges, both resolved and unresolved

Unlike most agencies, DYCD does not directly provide services, but rather contracts with many community-based organizations operating at thousands of locations across the city.

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