



Emily W. Newman
Acting Director

TO: Corey Johnson, Speaker
FROM: Emily W. Newman *EW*
DATE: February 15, 2018
SUBJECT: Agency-based Voter Registration Under LL29 of 2000, Mayoral Directive One, LL61 of 2014 and LL63 of 2014, July 1 through December 31, 2017 Report

- Mayoral Directive One of 2014 strengthened the requirements of Local Law 29 of 2000 and put a structure in place to guide and monitor agency efforts to increase voter registration. Local Laws 16 and 63 increased the number of agencies required to offer voter registration. Since the Mayoral Directive was implemented in 2014, approximately 90,000 applications originating in NYC agencies have been processed by the Board of Elections.
- The NYC Board of Elections reported receiving 3,127 Code 9 (initiated by a City agency) registrations during the second half of 2017. In addition, HRA submitted 7,469 applications to the Board, which are not captured as Code 9 because they were incorporated in HRA forms under the National Voter Registration Act. Code 9 registrations increased by approximately 1,000 as compared with the first six months of 2017, likely attributable to the mayoral election. However, applications from HRA clients declined significantly, from 12,105 in the first six months of 2017.
- The planned revision of front line staff training and updating of the online version of that training was delayed by loss of the lead developer at the Campaign Finance Board. It is expected that the revised training module will be available for in-person and online re-training of agency staff during the first half of 2018.
- The Administration for Children's Services and the Departments of Health and Mental Hygiene and Homeless Services participated with the Campaign Finance Board's annual National Voter Registration Day in September.
- The Department of Transportation added a link to VOTE NYC to the New York City Street Permit Management System (PMS) sign-in page, providing access to voter registration to over 11,000 PMS registered users.

A chart of agency-by-agency activity and each agency's report are attached.

AGENCY-BASED VOTER REGISTRATION - JULY 1, 2017 THROUGH DECEMBER 31, 2017

Agency	# Served	# Apps Distributed	# sent to BOE	# Trained	# Web Clicks	Weblink to NYC Votes
						**
Aging	30,000	107	37	500	NA	Y
Business Integrity Commission	873	0	0	6	5	Y
Children's Services	30,000	286	44	348	86	Y
City Planning	NA	5	0	0	0	Y
Citywide Administrative Services	4,523	0	0	0	2,103	Y
Civilian Complaint Review Board	4,000	24	0	1	NA	Y
Consumer Affairs	56,044	20,548	34	7	53	Y
Correction*	NA	NA	NA	NA	NA	Y
Cultural Affairs	900/mo.	0	0	4	6	Y
DORIS	10	10	7	2	NA	Y
Environmental Protection	21,927	9,254	34	1	22	Y
Finance	NA	655	0	0	0	Y
Fire	56,285	8	3	27	47	Y
Health and Mental Hygiene	NA	1,382	23	14	NA	Y
Homeless Services	NA	707	109	NA	51	Y
Housing Preservation and Deveopment	31,000	NA	0	NA	20	Y
Human Resources Administration	1,857,848	503,941	7,469	567	NA	Y
Human Rights Commission	668	668	0	0	13	Y
Parks and Recreation	1,800,000	95,000	0	40	90	Y
Probation	2,327	65	0	15	84	Y
Small Business Services	58,940	257	53	43	NA	Y
Taxi and Limousine*	NA	NA	NA	NA	NA	Y
Transportation	27,385	9,511	0	34	1,441	Y
Youth and Community Development	30,947	11,857	807	282	0	Y

* Reports for the Department of Correction and Taxi and Limousine Commission are delayed due to personnel changes.

** Some agency IT systems are unable to track clicks to the CFB site because it is outside of NYC government.

Donna M. Corrado, Ph.D.
Commissioner

Steven Foo
General Counsel

2 Lafayette St.
New York, NY 10007

(212) 602-4100

Agency-Based Voter Registration – July 1, 2017 through December 1, 2017

Agency: Department for the Aging

Name of Agency Reporter: Jack Kupferman

Phone: 212-602-4140

Email: jkupferman@aging.nyc.gov

.....

of people served: 30000
of applications distributed to individuals: 107
of applications collected and sent to Board of Elections: 37
of front line staff trained: 500 (estimate)
of "clicks" on home page voter registration button unable to determine

Traffic outflow to Campaign Finance Board site unable to determine

Narrative: One to 2 pages maximum. Bullets OK.

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

- Based on our implementation plan, the Department for the Aging has required each program, project and site to offer voter registration materials to participants and those inquiring about service. Additionally, all units at DFTA's Central Office having contact with the public have been diligently informing applicant and others about the opportunity to register to vote.

- Voter Registration materials and inquiries have been offered by every DFTA contractor, including satellite offices.

- Describe special registration activities, if any

- None.

- Describe challenges, both resolved and unresolved

- Given the nature of our participant population, we find that the overwhelming majority of older persons have been registered to vote for decades.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500 · Fax (646) 500-7095

Daniel D. Brownell
Commissioner and Chair

Agency – Based Voter Registration July 1, 2017 - December 31, 2017

Agency: New York City Business Integrity Commission

Agency Reporter: Nicholas Bon, Director of Licensing

Phone: 212-437-0532

Email: nbon@bic.nyc.gov

.....
of "clicks" on home page voter registration button : 5

of frontline staff trained: 6

of people serviced: 873

of applications distributed: 0

of applications collected and sent to board of elections: 0
.....



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BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
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Daniel D. Brownell
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Agency – Based Voter Registration July 1, 2017 - December 31, 2017

Agency: New York City Business Integrity Commission

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Introduction: The New York City Business Integrity Commission started its voter registration distribution on January 1, 2016. Using our agency-based voter registration plan to implement the law, the following information is submitted for information purposes.

- The Agency-base voter registration plan will be incorporated at BIC's sole office, 100 Church Street, 20th Floor; the Licensing Unit will be the hub of implementing and complying with the voter registration Law.
- Voter registration forms are made available at the agency reception desk and waiting area. The agency website has been outfitted with the Voter Button as provided by City Hall and the NYC Campaign Finance Board (CFB).
- BIC's frontline staff will be involved, including: the agency receptionist and four Licensing Specialists, all of whom deal directly with the public. The Director of Licensing will oversee implementation and compliance.
- BIC's frontline staff was trained on all aspects of the Agency-Based Voter Registration as well as the policies and guidelines set forward by the BOE. All the relevant materials were reviewed as well as mock encounters ensured the staff was prepared for a variety of scenarios.
- Initially BIC's implementation plan included providing voter registration forms in our mailings, however, since we have moved to email based communication with BIC applicants.

Agency-Based Voter Registration – July 1 through December 31, 2017

Agency: NYC Administration for Children's Services

Name of Agency Reporter: Kaytlin Simmons, Esq.

Phone: (212) 341-2718

Email: Kaytlin.Simmons@acs.nyc.gov

.....
of people served: 30000

of applications distributed to individuals: 286

of applications collected and sent to Board of Elections: 44

of front line staff trained: 348

Website clicks/ Traffic outflow to Campaign Finance Board site 86

Narrative: One to 2 pages maximum. Bullets OK.

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

- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
 - ACS currently offers voter registration forms to new clients when they are filling out paperwork for ACS services and in all borough office reception areas. Forms are also available to clients directly during follow-up appointments.
 - ACS currently makes forms available at all ACS office and client locations.
- Describe special registration activities, if any
 - ACS conducts an annual voter registrations drive in collaboration with the Campaign Finance Board.
 - ACS distributes voter registration forms to all Interns assigned to our College/Graduate Intern, Ladder for Leaders and SYEP Programs

- ACS also distributes voter registration forms in the new employee orientation packet
- ACS makes forms available to all employees on a regular and continuous basis
- Describe challenges, both resolved and unresolved
 - Because ACS is such a large Agency with many of our frontline staff off-site or working in the field it is difficult to assemble everyone to conduct an in person training. Also since CFB online training cannot be tracked it is difficult to account and verify which employees have indeed completed the training.
 - Tracking how many forms we distribute
 - Counting completed forms since clients are not always returning the forms to ACS staff
 - Families are distrustful of ACS, and appear to believe that we have another motive other than to ensure that they are registered to vote.
 - Clients and visitors show no interest in Voter Registration information

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



DEPARTMENT OF CITY PLANNING
CITY OF NEW YORK
OFFICE OF THE CHIEF CONTRACTING OFFICER

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: Department of City Planning

Name of Agency Reporter: Roman Gofman

Phone: 212-720-3658

Email: RGofman@planning.nyc.gov

of people served: 0

of applications distributed to individuals: 5 (approximately)

of applications collected and sent to Board of Elections: 0

of front line staff trained: 0

Website clicks/ Traffic outflow to Campaign Finance Board site: 0

Narrative: One to 2 pages maximum. Bullets OK.

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

The button was added to our agency's website on May 6th, 2016. We have also put voter registration cards on our front office reception desk. All guests that visit DCP, must sign in in our agency ledger which is located directly in front of the voter registrations.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov

Roman Gofman, Agency Chief Contracting Officer
Department of City Planning
120 Broadway – 31st Floor, New York, N.Y. 10271-3100
(212) 720-3658
www.nyc.gov/planning



Lisette Camilo

Commissioner

Agency-Based Voter Registration –July 1 through December 31, 2017

Shameka B. Overton

Deputy Commissioner

Administration

Agency: Department of Citywide Administrative Services (DCAS)

Name of Agency Reporter: Latesha Parks

The David N. Dinkins

Municipal Building

1 Centre Street

New York, NY 10007

Phone: 212-386-6313

Email: lparks@dcas.nyc.gov

of people served: 4523

nyc.gov/dcas

of applications distributed to individuals: 0

of applications collected and sent to Board of Elections: 0

of front line staff trained: 0

Website clicks/ Traffic outflow to Campaign Finance Board site 2103

Narrative: One to 2 pages maximum. Bullets OK.

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

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

1. City Store: Manhattan City Clerk's Office and 1 Centre Street locations.
 2. Vendor Relations: 1 Centre Street, 18th 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.
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.) DCAS was the pilot agency for offering a substantially electronic registration. It is offered whenever someone applies to take an employment exam online. The application information is transmitted electronically to the Board of Elections and the applicant prints out the application, signs it and sends it to the Board.
 - Describe special registration activities, if any. *None.*
 - Describe challenges, both resolved and unresolved. *None.*

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



BILL DE BLASIO
MAYOR

CIVILIAN COMPLAINT REVIEW BOARD
100 CHURCH STREET 10th FLOOR
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www.nyc.gov/ccrb



FREDERICK DAVIE
ACTING CHAIR

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: Civilian Complaint Review Board

Name of Agency Reporter: Jeanine Marie

Phone: 2129122092

Email: jmarie@ccrb.nyc.gov

of people served: 4000

of applications distributed to individuals: 24

of applications collected and sent to Board of Elections: 0

of front line staff trained: 1

Website clicks/ Traffic outflow to Campaign Finance Board site: N/A

CCRB operates at 100 Church Street and this is the only location where voter registration is being offered. CCRB targets distribution of voter registration forms to current employees that are not currently registered to vote as well as all visitors that come to our office.

There are some challenges that the CCRB faces in regards to the voter registration initiative. Firstly, we only have one receptionist that is trained to distribute literature and voter registration forms. Upon speaking with him, we have instructed him to make it clear that these forms are voter registration forms and not just ordinary literature. Secondly, those that provide backup for our reception area have not been distributing the forms due to not being informed properly. We have spoken to all staff members in the unit and have directed them to start distributing the forms and to offer them to all clients since they are available in multiple languages. Lastly, one challenge that is out of the CCRB's direct control is the fact that these visitors are complainants/victims who are here for interviews with our investigators and do not spend much time in the reception area and are in a rush for their interviews. This also does not allow the visitors to turn in the forms to our receptionist but rather mail them out directly to the Board of Elections.

We will mitigate these challenges by providing voter-registration forms in multiple languages to our external facing outreach unit to provide when they are on the field and we will start distributing in our monthly board meetings so that we may increase the number of registrations.

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: Department of Consumer Affairs

Name of Agency Reporter: Mary Cooley

Phone: 212-436-0392

Email: mcooley@dca.nyc.gov

.....
of people served: 56,044

of applications distributed to individuals: 20,548

of applications collected and sent to Board of Elections: 34

of front line staff trained: 7

Website clicks/ Traffic outflow to Campaign Finance Board site 53

Narrative: One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered
 - DCA's licensing center at 42 Broadway
 - Financial Empowerment Centers
 - DCA's website, with links on numerous pages
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
 - Voter registration cards were included in 20,548 renewal application packets
- Describe special registration activities, if any
 - N/A
- Describe challenges, both resolved and unresolved
 - We are not aware of any challenges for this reporting period.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov

Agency-Based Voter Registration – July 1, 2017 through December 31, 2017

Agency: Department of Cultural Affairs (Materials for the Arts)

Name of Agency Reporter: Kwame Belle

Phone: (718) 729-2047

Email: kbelle@mfta.nyc.gov

of people served: 900 per month

of applications distributed to individuals: 0

of applications collected and sent to Board of Elections: 0

of front line staff trained: 4

of "clicks" on home page voter registration button: 6

Narrative: One to 2 pages maximum. Bullets OK.

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

- Materials for the Arts incorporated voter registration forms into manual interactions with the public during warehouse shopping days which occur nine days a month at the check-in/check-out desk.

Describe how training was provided:

- Several frontline staff members were provided web-based training on how to offer voter registration. During the introductory announcement of the initiative, a printed copy of the PowerPoint was circulated and a digital copy is available for as a refresher resource on the internal shared drive.

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

- Signage and forms are prominently located at the check-in/check-out desk. Visible to all visitors who enter the Materials for the Arts warehouse during shopping.

Describe special registration activities, if any

- N/A

Describe challenges, both resolved and unresolved

- N/A

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



**Environmental
Protection**

Vincent Sapienza, P.E.
Acting Commissioner

Agency-Based Voter Registration –July 1- December 31, 2017

Agency: DEP

Name of Agency Reporter: Corinne Martin

Phone: 718-595-5843

Email: CorMartin@dep.nyc.gov

of people served: 21,927

of applications distributed to individuals: 9,254

of applications collected and sent to Board of Elections: 34

of front line staff trained: 1

Traffic outflow to Campaign Finance Board site 22 *(Our IT person said that we tend to get more clicks from our newsletter, if you have an extremely important issue coming up please let our IT people know and they can include in our weekly newsletter or post on our social media)*

Narrative: One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered
 - Our five borough offices, where customers can pay their water bills in person:
 - Bronx: 1932 Arthur Avenue - 6th Floor
 - Brooklyn: 250 Livingston Street - 8th Floor
 - Manhattan: 1250 Broadway - 8th Floor
 - Queens: 96-05 Horace Harding Exp. - 1st Floor
 - Staten Island: 60 Bay Street - 6th Floor
- 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.

Agency-Based Voter Registration –July 3, 2017 through December 29, 2017

Agency: NYC DEPARTMENT OF FINANCE

Name of Agency Reporter: JOYCE HICKS

Phone: 212-291-4621

Email: hicksj@finance.nyc.gov

.....
of people served: 0

of applications distributed to individuals: 655

of applications collected and sent to Board of Elections: 0

of front line staff trained: 0

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 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



FDNY

www.nyc.gov/fdny

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: FDNY

Name of Agency Reporter: Steven Ertrachter

Phone: 718-999-1994

Email: ertracs@fdny.nyc.gov

.....
of people served: _____ 56,285 _____

of applications distributed to individuals: _____ 8 _____

of applications collected and sent to Board of Elections: _____ 3 _____

of front line staff trained: _____ 27 _____

Website clicks/ Traffic outflow to Campaign Finance Board site

Link: <http://www.nyccfb.info/nyc-votes/agency-registering-vote>

Visits: 28

Page Views: 35

Link: <http://www.nyccfb.info/nyc-votes/registering/>

Visits: 11

Page Views: 12

Narrative: One to 2 pages maximum. Bullets OK.

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

The voter registrations are distributed at the testing center located on the ground level of the FDNY headquarters.

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

An electronic welcome screen displays posters and hard copies are posted on the walls in different languages informing the public to pick up voter registration applications. Applicants

also have the prompt to pick up a voter registration at the end of each exam on the computer screen.

- Describe special registration activities, if any

All registration forms were distributed upon request the standard way.

- Describe challenges, both resolved and unresolved

None

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

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Agency-Based Voter Registration –July 1, 2017 through December 31, 2017

Agency: Department of Health and Mental Hygiene

Name of Agency Reporter: Barry J. Novack

Phone: 347-396-6416

Email: bnovack@health.nyc.gov

.....
of people served: N/A

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

of applications distributed to individuals: 1,382

of applications collected and sent to Board of Elections: 23

of front line staff trained: 14

Website clicks/ Traffic outflow to Campaign Finance Board site: N/A (see below)

On National Voter Registration Day (September 26, 2017), DOHMH staffed registration tables at six locations (3 in the Bronx, 2 in Manhattan, and 1 in Brooklyn). A combined total of 269 forms were distributed. 18 people were assisted with completing the form. 23 forms were completed on site and sent into the Board of Elections.

Staff utilized the online Voter Registration training in preparation for the event. Some staff were new to the training while others used it as a refresher.

Form distribution has continued at our Health Centers. Forms are available in the lobby of most locations, as well as some program offices. The Vital Records Public Service Office at 125 Worth Street made forms available in September, after opening their new customer service room. Since then, this location has been our highest site for forms taken, at an average of 125 per month.

The DOHMH home page continues to feature the same Register to Vote link (to the Campaign Finance Board) that appears on the main nyc.gov page. We are unable to report on the number of clicks on the link because it is an offsite exit script that is not within the nyc.gov domain.

In advance of the September primary and November 7th election, DOHMH worked with the Campaign Finance Board on adding links to our web page that directed visitors to CFB posted videos from candidates as well as election related information.

C: J. Friesen



**Department of
Social Services**

Human Resources
Administration

Department of
Homeless Services

Office of Legal Affairs

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Aaron Goodman
Deputy General Counsel

150 Greenwich Street, 38th Floor
New York, NY 10007

929-221-8577

Agency-Based Voter Registration – July 1, 2017 to December 31, 2017

Agency: New York City Department of Homeless Services

Name of Agency Reporter: Rubaiyat Mahboob, Agency Attorney, DSS

Phone: 929-221-5598

Email: mahboobr@hra.nyc.gov

of people served: See Section IV below.

of applications distributed to individuals: at least 707.

of applications collected and sent to Board of Elections: 109.

of front line staff trained: Not yet determined.

Traffic outflow to Campaign Finance Board site: 51 clicks.

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:

30th Street Intake Center (Single Men)

400-430 East 30th Street

New York, NY 10016

HELP Women's Shelter (Single Women)

116 Williams Avenue (between Liberty Avenue and Glenmore Avenue)

Brooklyn, NY 11207

Franklin Women's Shelter (Single Women)

1122 Franklin Avenue (near 166th Street)

Bronx, NY 10456

Adult Family Intake Center (AFIC) (Adult Families)

400-430 East 30th Street

New York, NY 10016

Prevention Assistance and Temporary Housing (PATH) (Families with Children)
151 East 151st Street
Bronx, NY 10451

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 or as needed. Beginning in March 2016, DHS has hosted a link on its website homepage to the CFB website, which leads to an electronic voter registration form.

II. Training and Distribution of Information to Clients

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. 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 which 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. A copy of the 2017 pamphlet, which was produced and distributed to all intake sites and shelters in September 2017, is attached as Exhibit A.

III. Voter Registration Drives at Shelters

On September 23, 2017, ahead of the 2017 election, Dept. of Social Services (DSS) staff worked with CFB staff to organize voter registration drives at 5 DHS shelter sites. During these drives, staff distributed voter registration forms to interested DHS shelter residents. At the conclusion of the drives, DHS transmitted 98 completed voter registration forms to the Board of Elections. A greater number of voter registration forms were distributed at these events, but an exact distribution number is not available.

IV. 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. Applicants may avail themselves of a voter registration form multiple times during their shelter application process. Applicants also may choose not to take a voter registration form when visiting intake. Therefore, DHS is not able to capture an accurate statistic on the number of people served.



Exhibit A

VOTING ON ELECTION DAY - NOVEMBER 7, 2017

If you do not know how to vote, you can ask for help from a poll worker. **Spanish** assistance and ballots are provided at poll sites citywide. **Chinese, Korean, and Bengali** interpreters and ballots are available at some poll sites. You can also bring information in any language with you to help you vote. A Ballot Marking Device (BMD), which assists voters in marking their ballots using onscreen or audio instructions and offers additional languages at some locations, is available at each poll site for voters with disabilities (or any voters who would like assistance with marking their ballot).

The BOE offers hands-on training in each borough on how to vote. Visit the BOE's website or call 866-VOTE-NYC for more information.

ABSENTEE BALLOT

If you are not able to go to your polling place, you can vote by **absentee ballot**.

In Person:

Go to your BOE borough office to fill out the absentee ballot application and complete your absentee ballot. Call the BOE for dates and times.

By Mail:

1. Call the BOE for 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.
2. The BOE will mail you an absentee ballot. Fill out the ballot and mail it by the deadline to your BOE borough office.

If you cannot appear at your poll site on Election Day because of an accident or sudden illness, then you may send a representative to your BOE borough office with a written letter of authorization to receive an absentee ballot on your behalf. A completed application and your completed ballot must be returned to your BOE borough office by 9:00p.m. on Election Day.

LEARN MORE

Learn more about city candidates and ballot issues by reading the Voter Guide, which the CFB mails to registered voters before municipal elections and publishes on its website, and visit www.nycfb.info/nycvotes for news and information about NYC elections, instructions on how to vote, links to forms, and more.

POLL WORKER/INTERPRETER

Poll workers and Interpreters are needed across the city. You can receive substantial compensation if you work both the primary and general elections, including payment for 2-6 hours of training.

For both positions you must be at least 18 years old. Additionally, poll workers must be U.S. citizens and registered to vote in New York City. Interpreters must be permanent U.S. residents, New York City residents, and fluent in Spanish, Chinese, Korean, or Bengali, as well as English.

Applications and more information are available on the BOE's website or by calling 866-VOTE-NYC.

The Campaign Finance Board is a nonpartisan, independent city agency that enhances the role of New York City residents in elections. The CFB's mission is to increase voter participation and awareness, provide campaign finance information to the public, enable more citizens to run for office, strengthen the role of small contributors, and reduce the potential for actual or perceived corruption.

 **New York City Campaign Finance Board**
100 Church Street, 12th Floor
New York, NY 10007
tel. 212.409.1800
fax 212.409.1705
www.nycfb.info
nycvotes@nycfb.info

A Guide to Registering and Voting in New York City 2017

Offices Up for Election 2017:

Mayor City Council
Public Advocate Judiciary Election

Offices Up for Election 2018:

Governor Mid-term Congressional



Voting is quick, easy, and important! In New York, polls are open from **6 a.m. to 9 p.m.** It helps to know your A.D. (Assembly District), E.D. (Election District), and the location of your polling site before Election Day. This information is printed on the registration confirmation card sent to you by the Board of Elections (BOE) after you register, and on the information card the BOE sends to registered voters before each primary election. You can also contact the BOE for assistance.

REGISTERING TO VOTE

To register to vote in the City of New York, you must:

- be a U.S. citizen
- be a New York City resident for at least 30 days
- be 18 years of age by the end of the year (but you must be 18 on Election Day to vote)
- not be incarcerated or on parole for a felony conviction
- not be adjudged mentally incompetent by a court
- not claim the right to vote elsewhere (outside the City of New York)

You can register to vote:

- **In Person:** at any New York City BOE office.
- **By Mail:** Request a registration form by calling 212-VOTE-NYC, print one from the BOE's website at vote.nyc.ny.us, or pick one up at DMVs, libraries, post offices, or other government agencies.
- **At a Voter Registration Drive:** Complete the form you receive and return it to the organizer or mail it to the BOE's main office.
- **Online:** If you have a valid NYS ID, set up a myDMV account and register online at dmv.ny.gov/mydmv.
- **Your completed voter registration form must be postmarked or hand-delivered to the Board of Elections by October 18, 2017 (general election).**

ENROLLING IN A POLITICAL PARTY

If you enroll in one of the **political parties** listed on the voter registration form, you can vote in that party's **primary elections**. The primary is where parties pick their candidates for the general election. You can also write in the name of a party, or choose not to enroll in any party.

On the voter registration form, check the box next to:

- One of the political parties listed
- "Other," and write in the name of a different party, or
- "I do not wish to enroll in a political party"

IDENTIFICATION REQUIREMENTS

If you provide your **DMV number** (driver's license or non-driver ID) or the last four digits of your social security number (**SSN**) on your voter registration form, the BOE will try to verify your identity before Election Day.

If you do not have a DMV number or SSN, you can use a valid photo ID, a current utility bill, bank statement, paycheck, government check, or some other government document that shows your name and address to verify your identity (enclose a copy with your completed form if registering by mail).

HOMELESS PERSONS LIVING IN NYC ARE ELIGIBLE TO VOTE:

- If you live in a shelter, use your shelter address when filling out boxes 8 and 9 of the voter registration form



- If you are living on the street, record your exact sleeping location (for example, a street corner or park bench) when filling out box 8 of the voter registration form. In box 9, record the address of an organization or shelter where you can receive mail.
- You must update your voter registration form every time you move or change your address.

If the BOE is unable to verify your identity before Election Day, you will be asked for ID when you vote for the first time.

REGISTRATION CONFIRMATION CARD

Within 20 days after submitting your voter registration form, you will receive a **registration confirmation card** from the BOE. If you do not, please call the BOE's hotline or your borough office to verify that your application was received and processed.

CONTACT the NYC BOARD of ELECTIONS

Voter Hotline

212-VOTE-NYC (212-868-3692)
toll-free: 866-VOTE-NYC
for the hearing impaired:
212-487-5496

vote.nyc.ny.us

Main Office

32-42 Broadway
7th Floor
New York, NY 10004
212-487-5400

Bronx

1780 Grand Concourse
5th Floor
Bronx, NY 10457
718-299-9017

Brooklyn

345 Adams Street
4th Floor
Brooklyn, NY 11201
718-797-8800

Manhattan

200 Varick Street
10th Floor
New York, NY 10014
212-886-2100

Queens

118-35 Queens Boulevard
Forest Hills, NY 11375
718-730-6730

Staten Island

1 Edgewater Plaza
4th Floor
Staten Island, NY 10305
718-876-0079

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: NYC Housing Preservation and Development

Name of Agency Reporter: Sean Soun

Phone: 212-863-7755

Email: souns@hpd.nyc.gov

.....
of people served: aprox. 31,000

of applications distributed to individuals: see below

of applications collected and sent to Board of Elections: see below

of front line staff trained: n/a

Website clicks/ Traffic outflow to Campaign Finance Board site 20

Narrative: One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered
 - Voter registration cards (in all available languages) are obtainable in our client services areas at 100 Gold Street and in site offices. These areas generally service the Section 8 program participants and property owners. The forms are on open display for all to take.
 - There is also a voter registration button on our home page and intranet.
 - HPD included voter spotlight links on our website and intranet.
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
 - Voter registration cards are available when clients drop off or pick up documentation at the front desk and during appointments with property owners and managers.



- HPD included voter spotlight links on our website and intranet for our employees.
- Describe special registration activities, if any
 - n/a
- Describe challenges, both resolved and unresolved
 - Our biggest challenge is while servicing over 4,000 clients every month, we do not have the resources to track this particular type of manual data. When cards are filled out, clients are able to drop them in the onsite mailbox or any outgoing mailbox without the assistance of front line staff.
 - Voter cards are made available to the public, employees and vendors. There is no way to manually track how many are taken and sent to the BOE.
 - Our next challenge is the ability to offer the forms electronically to staff and clients.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



Agency-Based Voter Registration – Semi-Annual Report
(July 1 – December 31, 2017)

Agency: DSS | HRA

Name of Agency Reporter: Erin Drinkwater

Phone: 929.221.8516

Email: drinkwatere@dss.nyc.gov

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Human Resources Administration Summary

1631833

	# ppl served	# ppl served - CA	# ppl served - non-CA SNAP	# applications distributed	# applications distributed - CA	# applications distributed - non-CA SNAP	# of applications collected and sent to Board of Elections	# of front line staff trained	# of "clicks" on home page voter registration button
FIA*		195,441	740,928		172,693	188,795	4342	205	0
HCSP	5,749			918			62	138	0
MICSA	1,792,198			377,456			2,203	24	0
HASA	13,801			11,214			168	7	0
QCSE	23,824			1,856			531	10	0
APS	22,276			112,497			163	183	0
total	1,857,848	195,441	740,928	503,941	172,693	188,795	7,469	567	0

*include Domestic Violence Programs

** through Nov 2016

Summary by Program Area:

Family Independence Administration:

of people served:

195,441 average monthly Cash Assistance cases July – December 2017

740,928 average monthly Non-Cash Assistance SNAP cases January – May 2016

of applications distributed to individuals:

172,693 total Cash Assistance applications January – June 2017

188,795 total Non-Cash Assistance SNAP applications July – December 2016

of applications collected and sent to Board of Elections:

through December 31, 2017 (3,855 from Job Centers, and 487 from SNAP Centers)

of front line staff trained: 205

of "clicks" on home page voter registration button: 0

HRA does not currently have a Voter Registration button on its website but is evaluating where would be an appropriate place to include such a button

Narrative:

- List the locations and types of agency operations where voter registration was actually offered
 - All SNAP and Job Centers throughout the City
- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
 - Voter registration forms are distributed when clients complete applications and recertification documents or change of address documents. At each face to face encounter as part of the application process or Face to Face Recertification (FFR) process with a client the opportunity to register to vote is offered. The NYS Agency-Based Voter Registration form is attached at the end of every application and FFR form.
- Describe special registration activities, if any
 - HRA SNAP and Job Centers throughout the participated in National Voter's Registration Day on September 26, 2017.
- Describe challenges, both resolved and unresolved
 - National Voter's Registration Day
 - FIA submitted 94 forms timely. However, 115 were not submitted prior to the deadline for registration in the 2017 election due to administrative errors.
 - FIA conducted outreach via email, phone calls, and mailing letters to all of these individuals informing them of the problem.
 - Online application submission and telephone interviews pose a challenge in registering SNAP and CA clients. To address this, the online application includes a voter registration that the client can print and mail in. In addition, staff in the PC Banks in center is instructed to make regular announcements about the Voter Registration Form (NVRA-05) availability.

Special Services/Home Care Services Program (HCSP):

of people served:

5749 (each was offered voter registration assistance)

of applications distributed to individuals:

918

of applications collected and sent to Board of Elections:

62

of front line staff trained:

138

of “clicks” on home page voter registration button: **Not Applicable**

Narrative:

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

HCSP offers Voter Registration during the Home Visit for assessments, change of hours/service requests and reauthorizations. Forms are offered in English, Spanish, Chinese, Korean and Bengali. Field staff also has mail registration forms available in the five languages.

The Locations

HCSP has six (6) Field Office locations throughout the five boroughs in which voter registration was offered when Home Visits were conducted:

- Bronx CASA- 888 Garrison Ave 3rd floor Bronx NY 10474
- Brooklyn CASA- 88 Third Ave 3rd Floor Brooklyn NY 11217
- Queens CASA- 165-08 88th Avenue 6th floor Jamaica NY 11432
- Staten Island CASA- 215 Bay Street 2nd Floor Staten Island, NY 10301
- Manhattan CASA – 132 W 125th Street 5th Floor NY 10027
- HCSP/Central Office- 785 Atlantic Ave 7th floor Brooklyn NY 11238

Agency Operations

HCSP provides Medicaid funded long-term care service. The service includes Housekeeping Services such as Cleaning, Shopping, Laundry and Meal Preparation to all Medicaid Eligible Consumers and Home Attendant Services to Medicaid eligible clients that meet the following exemption criteria; Nursing Home Transition Diversion Program (NHTD) waiver, Office of People with Developmental Disabilities(OPWDD_ waiver, Traumatic Brain Injury (TBI) Waiver, Hospice Participants, Medicaid Surplus Cases without Medicare and Medicaid Advantage/Dual Eligible Plan Cases.

- Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)
 - N/A
- Describe special registration activities, if any
 - N/A
- Describe challenges, both resolved and unresolved

- No new challenges to report

Medical Insurance and Community Services Administration (MICA):

of people served:

1,792,198

of applications distributed to individuals:

377,456

of applications collected and sent to Board of Elections:

2,203

of front line staff trained:

24

of "clicks" on home page voter registration button

HRA does not currently have a Voter Registration button on its website but is evaluating where would be an appropriate place to include such a button

Narrative:

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

The MICA Community office locations are as follows:

BRONX

LINCOLN HOSPITAL MEDICAID OFFICE - 234 East 149th Street

NORTH CENTRAL BRONX HOSPITAL MEDICAID OFFICE - 3424 Kossuth Avenue

MORRISANIA MEDICAID OFFICE - 1225 Gerard Avenue

BROOKLYN

BROOKLYN SOUTH MEDICAID OFFICE - 785 Atlantic Avenue

EAST NEW YORK MEDICAID OFFICE - 2094 Pitkin Avenue

CONEY ISLAND MEDICAID OFFICE - 3050 West 21st Street

KINGS COUNTY HOSPITAL MEDICAID OFFICE - 441 Clarkson Avenue

MANHATTAN

CHINATOWN MEDICAID OFFICE - 115 Chrystie Street

METROPOLITAN HOSPITAL MEDICAID OFFICE - 1901 First Avenue

MANHATTANVILLE MEDICAID OFFICE - 520-530 West 135th Street

QUEENS

QUEENS COMMUNITY MEDICAID OFFICE (Long Island City) - 45-12 32nd Place

STATEN ISLAND

STATEN ISLAND MEDICAID OFFICE - 215 Bay Street

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

Voter registration forms are offered when clients enter a community office, and distributed with applications and recertification documents or change of address documents. At each face to face encounter as part of the application process or renewal process with a client the opportunity to register to vote is offered. The NYS Agency-Based Voter Registration form is attached at the end of every application and renewal form.

- Describe special registration activities, if any

MICSA includes the voter registration forms in all Medicaid Eligibility Renewal mailings to the non-Cash/non-SSI Medicaid consumer base (MA-only consumers). These mailings go out monthly and include all consumers whose current MA coverage is about to expire. With these targeted mailings, all MA-only consumers receive and have an opportunity to complete a voter registration form on an annual basis. . In addition, MICSA collaborated with the New York City Campaign Finance Board—Voter Registration Day initiative held on September 26, 2017. MICSA set up tables at five OED sites for use by “NYC Votes” volunteers to seek registrations and distribute literature.

- Describe challenges, both resolved and unresolved

The ongoing challenges at the sites are the range of languages, presenting to non-citizens, and the reactions from consumers that do not want to register.

HIV/AIDS SERVICES ADMINISTRATION

of people served:

13,801 (Number of public assistance applications taken and recertification's completed)

of applications distributed to individuals: 11,214

of applications collected and sent to the Board of Elections: 168

of front line staff trained: 7

of “clicks on home page voter registration button:

HRA does not currently have a Voter Registration button on its website but is evaluating where would be an appropriate place to include such a button

Narrative

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

HASA CENTERS

- 19 CROTONA HASA 1790 Grand Concourse 3rd FL. BX 10457

- 24 AMSTERDAM HASA 400 8th Ave 3rd NYC 10001
- 41 GRAND CONCOURSE HASA 1790 Grand Concourse 4th FL. BX 10457
- 43 KINGSBRIDGE HASA 888 Garrison Ave. 3rd FL BX 10474
- 48 JEROME HASA 888 Garrison Ave. 3rd FL. BX 10474
- 51 QUENSBORO HASA 33-28 Northern Blvd. 2nd FL QUEENS 11101
- 72 HAMILTON HASA 530 West 135th 3rd FL NYC 10031
- 73 BROWNSVILLE HASA 94 Flatbush Ave. 3rd FL BK 11217
- 85 GREENWOOD HASA 88 3rd Ave. 2nd FL BK 11217
- 14 WAVERLY 12 WEST 14th St. 1st FL NYC 10011
- 49 CONEY ISLAND HASA 3050 West 21st St 1st BK 11224
- 93 STATEN ISLAND HASA 207 Bay St 1st FL 10301

All the above are HASA Public Assistance offices

Describe any targeted distributions of applications:

- Given to all application applicants
- Given to all face-to-face recertification applicants

Describe special registration activities:

- N/A

Describe challenges, both resolved and unresolved:

- Additional training needed for liaisons
- Will work with Board of Elections to have additional training scheduled for the training that the Board of Elections gave October 2017 due to overcrowding issues. Site coordinator received an email regarding this issue.

Office of Child Support Enforcement (OCSE):

of people served:

23,824 (Family Court Offices – 20,222 and Customer Service Walk-In Center- 3,602)

of applications distributed to individuals:

1,856 (Family Court Offices - 30 and Customer Service Walk-In Center – 1,826). The variance between the number of people served and the number of applications distributed is due to customers refusing the application because they are already registered voters or refusing the application for other reasons.

of applications collected and sent to Board of Elections:

531 (Family Court Offices - 5 and Customer Service Walk-In Center - 526). Some customers asked to mail in the application, rather than complete and return it while in the office.

of front line staff trained:

10 (Family Court Offices - 5 and Customer Service Walk-In Center - 5)

of "clicks" on home page voter registration button

HRA does not currently have a Voter Registration button on its website but is evaluating where would be an appropriate place to include such a button

Narrative:

- **List the locations and types of agency operations where voter registration was actually offered:**
 1. The OCSS Customer Service Walk-In Center in Manhattan responds to parents' inquiries on the child support process and individual cases, and assists with resolutions of issues.
 2. The OCSS Family Court Support Offices in each borough serve as the point of entry into the child support program for custodial parents who are not on Cash Assistance. The offices also offer some customer service options for non-custodial parents.
- **Describe any targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.)**

None
- **Describe special registration activities, if any:**

On September 26, 2017 in honor of National Voter Registration Day, we worked with the Board of Elections to do a special push in these offices to get clients registered to vote.
- **Describe challenges, both resolved and unresolved:**

Most clients are already registered to vote and refuse the application. Many clients that choose not to fill out the registration form in the office, do not return it to us. If they mail it directly, we have no record of it.

Adult Protective Services:

of people served:

22,276 clients (new referrals and accepted cases are included in this figure), July – December 2016

of applications distributed to individuals:

12,497 applications distributed (each newly referred client was offered voter registration assistance during the initial home visit), July – December 2016

of applications collected and sent to Board of Elections:

163 through December 31

of front line staff trained:
183 new hires from January to present

of "clicks" on home page voter registration button
HRA does not currently have a Voter Registration button on its website but is evaluating where would be an appropriate place to include such a button

Narrative:

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

APS offers Voter Registration during initial Home Visits for assessments, and monthly home visits for eligible clients.

The Locations

HCSP has seven (7) Field Office locations throughout the five boroughs in which voter registration was offered when Home Visits were conducted:

- Bronx APS – Halsey Street, Bronx NY 10474
- Brooklyn APS (North and South) - 250 Livingston Street, 3rd floor, Brooklyn NY 11201
- Queens APS- 165-08, 88th Avenue – 6th Floor, Jamaica, NY 11435
- Staten Island CASA- 215 Bay Street 2nd Floor Staten Island, NY 10301
- Manhattan APS (North and South) 400 8th Avenue, 6th, New York, NY 10001

Agency Operations

APS seeks to resolve promptly the risks faced by eligible clients by arranging for services and support that will enable these individuals to live independently and safely within their communities. APS works collaboratively with many community organizations to provide comprehensive services to this vulnerable population.

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

APS will continue to target client through home visits and on rare occasions, office visits.

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

N/A

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

APS continues to face the challenge of offering voter registration to clients who are not capable of making decisions or unwilling to cooperate with the process due to mental illness.



Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: Commission on Human Rights

Name of Agency Reporter: Milagros Navarro-Tilley

Phone: (212) 416-0157 **Email:** mnavarro@cchr.nyc.gov

.....
of people served: 668

of applications distributed to individuals: 668

of applications collected and sent to Board of Elections: 0

of front line staff trained: 0

Website clicks/Traffic outflow to Campaign Finance Board site: 13

Narrative: One to 2 pages maximum. Bullets OK.

- List the locations and types of agency operations where voter registration was actually offered:
 1. Central Office Reception area (22 Reade Street, New York, NY 10007)
 2. Naturalization Ceremony at Brooklyn Federal Courthouse (25 Cadman Plaza East Brooklyn, NY 11201)
 3. Brooklyn Community Service CCHR (25 Chapel St. Brooklyn, NY 11201)
 4. University Neighborhood Housing Program (2715 University Avenue, Bronx, NY 10468)
 5. Bronx County Re-Entry Task Force (809 Westchester Avenue, Bronx, NY 10455)
 6. NYS Department of Labor – Workforce 1 (400 East Fordham Rd., Bronx, NY 10458)
 7. Osborne Association Bronx, NY (809 Westchester Avenue, Bronx, NY 10455)
 8. Bronx Parent Housing Network (1802 Crotona Ave. Bronx, NY 10457)
 9. Maximus, Inc. (358 East 149th St. Bronx, NY 10455)
 10. Community Partners (
 11. VIP Community Services (1910 Arthur Ave., Bronx, NY 10457)
 12. Help USA (Men's Shelter – 2524 Creston Ave., Bronx, NY 10468)

13. NAACP & HHCC Fair (St. Paul's Evangelical Lutheran Church, 1891 McGraw Ave., Bronx, NY)

14. Metropolitan Oval 43rd Pct. (Parkchester Houses, Bronx, NY 10468)

15. Housing Network (1668 Boston Road, Bronx, NY)

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

Staff brought and distributed voter registration forms at various community meetings, forums, and events that were either co-sponsored by the Commission or where the Commission was represented.

- Describe special registration activities, if any

None

- Describe challenges, both resolved and unresolved

Since members of the public typically take forms with them, it is difficult to track completed forms.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



NYC Parks



Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: Department of Parks and Recreation

Name of Agency Reporter: Stephanie Jones

Phone: (212) 360-8181

Email: stephanie.jones@parks.nyc.gov

.....
of people served:

About 1.8 million

of applications distributed to individuals:

About 95,000, based on sales and visit figures at Recreation Centers, Permit Offices and Nature Centers during this period.

of applications collected and sent to Board of Elections:

Parks does not collect and send applications to the Board of Elections at this time.

of front line staff trained:

40.

Website clicks/ Traffic outflow to Campaign Finance Board site:

324,525 views of the Parks homepage. Clicked on 90 times.

Narrative: One to 2 pages maximum. Bullets OK.

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

Recreation Centers

Bronx

Hunts Point Recreation
Center

Owen Dolen Recreation
Center

St. James Recreation
Center

St. Mary's Recreation
Center

Williamsbridge Oval
Recreation Center

Brooklyn

Brownsville Recreation
Center

Fort Hamilton Senior
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



NYC Parks

Asser Levy Recreation Center	Flushing Meadows Corona Park Pool & Rink	Brooklyn Permit Office
Chelsea Recreation Center	Lost Battalion Hall	Bronx Permit Office
Gertrude Ederle Recreation Center	Recreation Center	Staten Island Permit Office
Hamilton Fish Recreation Center	Roy Wilkins Recreation Center	<u>Nature Centers</u>
Hansborough Recreation Center	Sorrentino Recreation Center	Alley Pond Environmental Center
Highbridge Recreation Center	<i>Staten Island</i>	Audobon Center
J. Hood Wright Recreation Center	Faber Park Field House	Belvedere Castle Visitor Center
Jackie Robinson Recreation Center	Greenbelt Recreation Center	Blue Heron Nature Center
Pelham Fritz Recreation Center	Lyons Pool Recreation Center	Crotona Park Nature Center
Recreation Center 54	Ocean Breeze Track & Field Athletic Complex	Forest Park Visitor Center
Thomas Jefferson Recreation Center	<u>Permit Offices</u>	Fort Greene Park Visitors Center
Tony Dapolito Recreation Center	Arsenal West Permit Office, Manhattan	Fort Totten Visitors Center
	Arsenal Permit Office and Store, Manhattan	Greenbelt Nature Center
<i>Queens</i>	Queens Permit Office	High Rock Nature Center
Al Oerter Recreation Center	Queens Ballfield Permit Office	Orchard Beach Nature Center
		Pelham Bay Nature Center
		Van Cortlandt Nature Center
		Salt Marsh Nature Center

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

The voter registration form is distributed during:

- Recreation Center membership sign ups (once or twice a year, depending on package purchased)
 - Recreation Center membership renewals (once or twice a year, depending on package purchased)
 - Recreation Center membership change of contact information
 - Permit Office visits
 - Nature Center visits
- Describe special registration activities, if any

All recreation center locations participated in National Voter Registration Day on September 26, 2017 this year. Voter-themed activities (a practice voting booth, voting pins and an If I Were the



NYC Parks

Mayor... activity) were organized for the Fall Field Day event at Betsy Head Park in Brownsville, Brooklyn on November 7, 2017.

- Describe challenges, both resolved and unresolved

The most commonly reported challenges are: lack of interest from the public, time constraints when serving the public and lack of understanding about the form, specifically from non-citizens. Walking people through the voter registration form can be challenging when there is a long line of people waiting for you to provide a service. Patrons who are not United States citizens have been confused and put off by the inclusion of the voter registration form in our application materials. Although staff try to explain, sometimes language barriers make it difficult to convey that completion of the voter registration form is not a condition to obtaining our service.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: NYC Probation

Name of Agency Reporter: Stephen Cacace

Phone: 718-802-4500

Email: scacace@probation.nyc.gov

.....
of people served: 2,327 July 2017- December 2017

of applications distributed to individuals: 65

of applications collected and sent to Board of Elections: 0

of front line staff trained: 15

Website clicks/ Traffic outflow to Campaign Finance Board site 84

Narrative: One to 2 pages maximum. Bullets OK.

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

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: NYC Department of Records and Information Services

Name of Agency Reporter: LaTonya C. Jones

Phone: 212-341-6022

Email: LCJones@records.nyc.gov

.....
of people served: _____10_____

of applications distributed to individuals: _____10_____

of applications collected and sent to Board of Elections: _____7_____

of front line staff trained: _____2_____

Website clicks/ Traffic outflow to Campaign Finance Board site_____

Narrative: One to 2 pages maximum. Bullets OK.

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

Voter registration is offered Monday through Friday during normal business hours at our main office located at 31 Chambers Street, Room 103, NYC. Beginning in January of 2018, it is also offered on Saturdays between 9:30AM and 12:30PM. In addition, the agency makes registration documents available during public program events.

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

Voter registration forms are made available at the agency's on-site public programming and WomensActivism.NYC events.

- Describe special registration activities, if any

On August 26th, 2017 – Women’s Equality Day – the Department of Records and Information Services partnered with the office of Manhattan Borough President Gale Brewer to facilitate voter registration drive at a local street fair – the Hester Street Fair in the Lower East Side. The agency publicized its presence at the fair on social media and the event was documented for future voter registration promotion.

On November 6, 2017 – as part of the agency’s Women’s Activism NYC project - DORIS participated with BMCC Women’s Resource Center to staff an all-day information fair, which included voter registration. The voter registration cards used that day were provided by CUNY and are not accounted for in the agency tallies. In addition, the agency held a public program that evening in BMCC’s Tribeca Performing Arts Center – 100 Years! Stay Tuned The program celebrated the 100th anniversary of women’s suffrage in New York State and encourage voter registration by attendees.

- Describe challenges, both resolved and unresolved

The agency’s challenge remains the same: our agency is a small one and does not receive significant foot traffic. Moreover, many of the patrons who are receiving agency services are either already registered or not eligible because they live outside of New York City.

To offset the above limitations, the agency endeavors to partner with other institutions to enhance its reach.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov

Agency-Based Voter Registration –July 1 through December 31, 2017

Agency: Department of Small Business Services

Name of Agency Reporter: Tim Carrier

Phone: 212-513-6412

Email: tcurrier@sbs.nyc.gov

.....
of people served: 58,940

of applications distributed to individuals: 257

of applications collected and sent to Board of Elections: 53

of front line staff trained: 43

of “clicks” on home page voter registration button: n/a we are in the process of updating our website.

Narrative: Voter Registration Forms were distributed at 20 Workforce1 (WF1) Career Centers & 6 NYC Business Solutions Center (BSC);

- **Brooklyn**
 - **Downtown Brooklyn (WF1)**
 - **Brooklyn (BSC)**
 - **Coney Island (WF1)**
 - **Brooklyn Industrial & Transportation Center (BAT) (WF1)**
 - **East New York (WF1)**
- **Queens**
 - **Jamaica (WF1)**
 - **Flushing (WF1)**
 - **Far Rockaway (WF1)**
 - **Long Island City (WF1)**
 - **Queens (BSC)**
 - **Industrial & Transportation (Jamaica) (WF1)**
- **Bronx**
 - **Fordham Rd (WF1)**
 - **Hunts Point (WF1)**

- West Farms (WF1)
 - Bronx Industrial & Transportation Center (Port Morris) (WF1)
 - Bronx (BSC)
 - Manhattan
 - Upper Manhattan (WF1)
 - Upper Manhattan/Washington Heights (BSC)
 - Washington Heights (WF1)
 - Midtown (WF1)
 - Healthcare (Lower Manhattan) (WF1)
 - Lower Manhattan (BSC)
 - Staten Island
 - North Shore (WF1)
 - South Shore (WF1)
 - Staten Island Industrial & Transportation Center (WF1)
 - Staten Island (BSC)
- **Staff Training:** Workforce1 & NYC Business Solutions center manager staff was trained at a session facilitated by the Campaign Finance Board on Feb 4th, 2015, at 100 Church Street. Subsequent trainings took place at SBS during monthly meetings with various Workforce1 & NYC Business Solutions Operations & Career Services staff members.
 - **Targeted distributions of applications (e.g., at annual sign-ups or renewals, etc.);** SBS has instructed Workforce1 & NYC Business Solutions staff to incorporate information regarding voter registration into their Introduction to Services presentation that all new customers receive. Proper signage is posted at the front desk & in resource rooms, high traffic areas of the centers. Line staff was also trained to ask customers about voter registration during one-on-one appointments.

Email to: Bonda Lee-Cunningham at bleecunningham@cityhall.nyc.gov



**Department of
Youth & Community
Development**

Bill Chong
Commissioner

2 Lafayette Street, 19th Floor
New York, NY 10007

646 343 6800 tel

www.nyc.gov/dycd

Agency-Based Voter Registration: July 1 through December 31, 2017

Agency: Department of Youth and Community Development

Name of Agency Reporter: Andrew Miller

Phone: 646-343-6738

e-mail: amiller@dycd.nyc.gov

.....
of people served by funded organizations: 30,947

of applications distributed to individuals: 11,857

of applications collected and sent to Board of Elections: 807

of front line staff trained: 282

Website clicks/ Traffic outflow to Campaign Finance Board site: 0



Agency-based Voter Registration
Under Local Law 29 and Mayoral Directive No. 1:
Reporting Period: July 1 to December 31, 2017

Agency: New York City Department of Transportation
Name of Agency Reporter: Eleanor DiPalma, Ph.D., Executive Director
Customer Service/Language Access
Phone/Email: (212) 839-7108/edipalma@dot.nyc.gov

No. of people served¹: 27,385

311 Service Requests: 9,761
Visitors to Public Service Centers: 17, 624

No. of applications distributed (in connection with 311 literature requests)²: 9,511

No. of applications distributed (provided to Public Service Centers)^{2a}: N/A*

No. of applications collected and sent to Board of Elections: N/A

No. of front-line, supervisory and managerial staff trained: 34

No. of "clicks" on home page voter registration button: 1,441

¹DOT uses the number of Service Requests fulfilled via U.S. Mail and Email, in response to 311 customer requests during the reporting period as one component in addition to the number of customers who walked in to DOT's Public Service Centers as the second component of the total # of people served."

² number of VR applications actually distributed by CSLA during the reporting period in connection with 311 Service Requests for literature

^{2a}number of VR applications CSLA replenished for Public Service Centers during the reporting period.

*In the prior, reporting period, CSLA distributed an adequate supply of VR applications to DOT Public Service Centers

No. of “clicks” on voter registration buttons on other DOT webpages:

60

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

There are (8) nine 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
7. 30-30 Thomson Ave, Long Island City, Queens – Parking and Permits (*new location*)
8. St. George Ferry Terminal, Staten Island Ferry – Passenger Service Office

- Describe how training was provided

CSLA conducted face-to-face training in Offices of the Borough Commissioner (Bronx, Brooklyn, and Queens). Thirty-four (34) participants attended including the Borough Commissioners, Deputy Borough Commissioners and staff. CSLA provided training in both “Language Access Policies and Procedures” and Voter Registration Assistance. As a follow up to the face to face training, CSLA will be forwarding an updated version of DOTs Voter Registration Assistance eLearning that includes a quiz and a Certificate of Completion.

NYC DOT Agency Based Voter Registration - Semi-annual Report
Reporting Period: July 1, 2017 to December 31, 2017

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

There were no targeted distributions beyond the 9,761 distributed in connection with 311 literature requests.

- Describe challenges, both resolved and unresolved.

DOT continues to ensure easy access for the public to find voter registration forms and information. In this reporting period, DOT added the **VOTE NYC** hyperlink to the New York City Streets Permit Management System (PMS) sign-in page to provide easy access to voter assistance information for over 11,000 PMS registered users.

The image shows a screenshot of a web application. At the top, there is a dark header with the text "Sign In". Below the header, there is a sub-header "Sign In - Sign in to your NYCStreets Account". The main content area has a light gray background. In the center, there is a white box with the text "Please enter your email and password". Below this text are two input fields: "Email" and "Password". To the right of the "Password" field, there are two links: "I forgot my password" and "I am signing in for the first time". Below the input fields are two buttons: "Cancel" and "Sign in".

Below the sign-in section, there is a "Notifications" section. It contains several notifications, each with a date and a title. The first notification is dated "12/13/17" and has the title "UPDATE: INFORMATION REGARDING INSURANCE REQUIREMENT". The second notification is dated "12/11/17" and has the title "LOCAL PERMIT BOARD". The third notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17". The fourth notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17". The fifth notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17". The sixth notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17". The seventh notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17". The eighth notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17". The ninth notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17". The tenth notification is dated "12/11/17" and has the title "2018 BOND EXPENSE ON 12/11/17".

Eleanor DiPalma attended and delivered testimony at the Voter Assistance Advisory Committee's annual meeting on December 13, 2017. Her remarks highlighted the continued support received from the NYC Campaign Finance Board that has made a positive difference for DOT to provide Voter Registration assistance to the public and to DOT employees.

