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JEFF THAMKITTIKASEM  
Director, Office of Operations

To: Corey Johnson, Speaker  
New York City Council  
From: Jeff Thamkittikasem, Director  
Mayor's Office of Operations  
Date: February 15, 2019

A handwritten signature in black ink, appearing to be "JH", written over the "From:" line of the memo.

**Re: Agency-based Voter Registration Under LL29 of 2000, Mayoral Directive One of 2014, LL61 of 2014 and LL63 of 2014**

**July 1 through December 31, 2018 Report**

Local Law 29 of 2000 requires that specified agencies offer voter registration in their encounters with the public. Mayoral Directive One of 2014 strengthened the requirements of LL29, putting a structure in place to monitor agency efforts to increase voter registration. Local Laws 61 and 63 of 2014 increased the number of agencies required to offer voter registration.

The Board of Elections reported that it processed 4,157 voter registration applications originating at City agencies (called Code 9 applications) between July 1 and December 31, 2018. This does not include applications from DSS/HRA, where voter registration applications are offered, collected and sent to the Board of Elections under the requirements of the National Voter Registration Act (NVRA) and are not denoted as Code 9. DSS/HRA reported sending 9,198 applications to the Board of Elections during the reporting period, yielding a combined total of 13,355 City agency submissions to the Board of Elections. The total for the comparable period in 2017 was 10,596, with the increase in 2018 likely attributable to high interest in the November congressional mid-term election and state-wide elections for governor and attorney general.

Some highlights of agency activities during the reporting period include:

1. On September 25, 2018, the Campaign Finance Board coordinated citywide efforts in support of the annual National Voter Registration Day, including special outreach activities by City agencies:
  - the Department of Health and Mental Hygiene offered voter registration at 6 locations;
  - the Department of Homeless Services (DHS) hosted registration drives at four shelters;
  - The Department of Parks and Recreation offered registration at 36 recreation centers with banners, signs and a voting booth and ballot for kids;

- The Department of Probation offered registration citywide at all HUB locations;
  - The Department of Transportation partnered with Hot97 and WBLS for registration outreach at Brooklyn College.
2. Leading up to the primary and general elections, DHS distributed flyers at all shelters including election dates, poll site hours and information on locating the assigned poll sites.
  3. The Department of Correction conducted voter education classes to inform detainees of their rights as it pertained to voting in NYS, provided all interested detainees with applications, hand delivered absentee ballots to all detainees that requested them and sent completed applications and absentee ballots to the Board of Elections.
  4. The Administration for Children's Services (ACS) engages its juvenile detention, limited secure detention, non-secure detention and Close to Home sites to assist adjudicated offenders after release with receiving Voting Restoration Pardons and registration information. ACS is also educating the foster care provider community and the aging-out population on voting rights and offering voter registration; developing partnerships with Pace University and New York Presbyterian Hospital to provide students and employees opportunities to participate in voter registration activities.
  5. During the periods leading up to elections, the Department of Citywide Administrative Services runs an informational page with links to candidate information on its intranet.
  6. The Department of Parks and Recreation has integrated voter registration in its employee recruitment outreach, onboarding and Employee Resources section of the agency intranet.
  7. The Taxi and Limousine Commission targets employees at its Human Resources and External Affairs offices, as well as licensees at its Licensing and Safety+ Emissions Divisions.

A summary chart of agency based voter registration and the individual reports of each agency follow.

## NYC AGENCY-BASED VOTER REGISTRATION JULY 1 THROUGH DECEMBER 31, 2018

AGENCY	APPLICATIONS DISTRIBUTED	APPS SENT TO BOE BY AGENCY	STAFF TRAINED	AGENCY WEBLINK TO NYC VOTES	WEB CLICKS
Aging	96	33	500	Y	30
Business Integrity Commission	1	0	5	Y	6
Children's Services	3,080	84	211	Y	812
City Planning	0	0	5	Y	22
Citywide Administrative Services	39	0	7	Y	319
Civilian Complaint Review Board	1,600	0	11	Y	NA
Consumer Affairs	16,330	56	15	Y	69
Correction	889	889	38	Y	16
Cultural Affairs	30	0	8	Y	23
Environmental Protection	4,899	39	2	Y	NA
Finance	15,945	0	4	Y	1,437
Fire	10	10	11	Y	45
Health and Mental Hygiene	1,314	20	12	Y	230
Homeless Services	2,949	74	0	Y	44
Housing Preservation and Development	NA	NA	0	Y	168
Human Resources Administration	1,861,198	9,198	1,883	Y	114
Human Rights Commission	397	0	36	N	0
Parks and Recreation	43,905	0	15	Y	64
Probation	2,176	0	15	Y	446
Records and Information Services	13	2	3	Y	7
Small Business Services	83	10	50	Y	40
Taxi and Limousine	35,120	0	605	Y	1,296
Transportation	7,573	114	15	Y	1,493
Youth and Community Development	13,991	1,248	282	Y	27

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Department for the Aging

Name of Agency Reporter: Jack Kupferman

Phone: 212 602 4140

Email: jkupferman@aging.nyc.gov

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Number of registration forms distributed: 96

Number of registration forms collected and sent to Board of Elections: 33

Number of front-line staff trained: Approx. 500

Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): 30

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*Describe how your agency distributes applications.*

Staff members at each DFTA funded site offer new participants the opportunity to complete a voter registration form. When a voter registration deadline approaches, staff remind program participants that registration materials are available

*Describe any special registration activities, if any.*

None

*Describe challenges, both resolved and unresolved.*

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**Please list all locations where registration forms are distributed and/or made available to the public:**

Org/Site Location Name	Street Address	Borough
249 Senior centers		All
21 Case management agencies		All
28 NORCS		All

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Business Integrity Commission

Name of Agency Reporter: Nicholas Bon

Phone: 212-437-0532

Email: [nbon@bic.nyc.gov](mailto:nbon@bic.nyc.gov)

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Number of registration forms distributed:	1
Number of registration forms collected and sent to Board of Elections:	0
Number of front-line staff trained:	5
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	6

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*Describe how your agency distributes applications.*

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)

*Describe any special registration activities, if any.*

N/A

*Describe challenges, both resolved and unresolved.*

None at this time.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

Org/Site Location Name	Street Address	Borough
Main Office	100 Church Street, 20 FL	Manhattan

(Add a new row for each additional location)

## Agency-based Voter Registration Reporting Template

July 1-December 31, 2018

Agency:	Administration for Children's Services
Name of Agency Reporter:	Kaytlin Simmons, Esq.
Phone:	(212) 341-2718
Email:	Kaytlin.Simmons@acs.nyc.gov

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Number of registration forms distributed:	3,080
Number of registration forms collected and sent to Board of Elections:	84
Number of front-line staff trained:	211
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	812

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*Describe how your agency distributes applications.*

- ACS currently makes forms available at all ACS office and client locations.
- Voter registration forms are also distributed 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.
- All new hires and interns receive voter registration forms at orientation.

*Describe any special registration activities, if any.*

- ACS conducts voter registrations drives in collaboration with the Campaign Finance Board (CFB) throughout the year.
- ACS actively host annual Voter Registration Day activities and drives in all 5 boroughs.
- ACS advertises important voter registration dates on both its internal and external websites.
- 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 at all ACS offices.

## Agency-based Voter Registration Reporting Template

July 1-December 31, 2018

*Describe challenges, both resolved and unresolved.*

- Since CFB online training cannot be tracked it is difficult to account and verify which employees have completed the training.
- Due to the fact, clients have the option to return the forms distributed by ACS to ACS staff or the Board of Elections via the USPS method, ACS is unable to accurately track forms.
- Families are distrustful of ACS and appear to believe that we have another motive other than to ensure that they are registered to vote.
- Many clients and visitors lack interest in Voter Registration information.
- Although ACS targets youthful populations with the support of CFB, engaging this population in voting and educating the youth about their voting powers and rights has been difficult.
- Reengaging the older adult population to vote has also been challenging.

*Describe new compliance initiatives*

- In keeping with Governor Cuomo's executive order to restore the right to vote, immediately following the release of persons who are on parole after incarceration for a felony, ACS has engaged its juvenile detention, limited secure detention, non-secure detention and Close To Home sites to assist adjudicated offenders (AOs) with receiving Voting Restoration Pardons and voter registration education information.
- ACS is exploring partnerships with Pace University, New York Presbyterian Hospital and other non-City entities to provide their students and employees the opportunity to participate in ACS voter registration activities.
- In collaboration with the CFB educating ACS' Foster Care Aging Out youth population on voting rights and offering the opportunity to register to vote.
- Also, in collaboration with CFB, ACS is engaging its Foster Care Provider community to assist in engaging the youth Foster Care at an around eligible voting age.
- ACS is broadcasting CFB provided campaign candidate videos in select ACS reception areas.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
ACS Headquarters	150 William Street, New York, NY 10038	Manhattan

# Agency-based Voter Registration Reporting Template

July 1-December 31, 2018

ACS Borough Office	1274 Bedford Avenue. New York, NY 11216	Brooklyn
ACS Borough Office	165-15 Archer Avenue, Queens, NY 11433	Queens
ACS Borough Office	350 Saint Marks Place, Staten Island, NY 10301	Staten Island
ACS Borough Office	345 Adams Street, 9 <sup>th</sup> Floor, Brooklyn, NY 11216	Brooklyn
ACS Borough Office	2501 Grand Concourse, Bronx, NY 10486	Bronx
ACS Borough Office	90-25 161 <sup>st</sup> Street, Queens, NY 11433	Queens
Abbott House	25-23 99 <sup>th</sup> Street, east Elmhurst, NY11369	Queens
Children's Village Louis Cottage	One Echo Hill, Dobbs Ferry, NY 10522	Dobbs Ferry
Crossroads Juvenile Detention Center	17 Bristol Street, Brooklyn, NY 11212	Brooklyn
Episcopal Carpenter	612 East 228 <sup>th</sup> Street, Bronx, NY 10466	Bronx
Episcopal New Bridge	2604 Davidson Avenue, Bronx, NY 10468	Bronx
Episcopal New View	3620 Marolla Place, Bronx, NY 10466	Bronx
Episcopal New Way	131 West 132 <sup>nd</sup> Street, New York, NY 10027	Manhattan
Episcopal Social Services	301 East 162 <sup>nd</sup> Street, Bronx, NY 10451	Bronx
Episcopal Social Services	2615 White Plains Road, Bronx, NY 10467	Bronx
Episcopal Social Services	3675 Marolla Place, Bronx, NY 10466	Bronx
Good Shepherd Barbra Blum	262 Ninth Street, Brooklyn, NY 11215	Brooklyn
Good Shepherd Nelson Mandela	2207 University Avenue, Bronx, NY 10452	Bronx
Good Shepherd Peter J. Sharp	1315 Plimpton Ave, Bronx, NY 10452	Bronx
Horizon Juvenile Detention Center	560 Brooke Ave, Bronx, NY 10455	Bronx
Leake & Watts	634 Manida Street, Bronx, NY 10474	Bronx
Lutheran Clinton Avenue	521 Clinton Avenue, Brooklyn, NY 11238	Brooklyn
Martin De Porres	101-30 92 <sup>nd</sup> Street, Ozone Park, NY 11416	Queens
Martin De Porres	41-56 Judge Street, Elmhurst, NY 11373	Queens
Martin De Porres	89-28 207 <sup>th</sup> Street, Queen Village, NY 11427	Queens
SCO	90-39 189 <sup>th</sup> Street, Queens, NY 11423	Queens
SCO	280 Shepard Avenue, Brooklyn, NY 11208	Brooklyn
SCO	336 Beach Street, Far Rockaway, NY 11691	Queens
SCO	1250 East 229 <sup>th</sup> Street, Bronx, NY 10466	Bronx
SCO	133-25 128 <sup>th</sup> Street, South Ozone Park, NY 11420	Queens
SCO Sunset Park	339 49 <sup>th</sup> Street, Brooklyn, NY 11220	Brooklyn
St. John's	130-20 107 <sup>th</sup> Avenue, Richmond Hill, NY 11419	Queens
St. John's Residence for Boys	150 Beach 110 <sup>th</sup> Street, Rockaway Park, NY 11694	Queens

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Department of City Planning

Name of Agency Reporter: Yvonne Williams

Phone: 212.720.3658

Email: ywilliams@planning.nyc.gov

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Number of registration forms distributed:	0
Number of registration forms collected and sent to Board of Elections:	0
Number of front-line staff trained:	5
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	22

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*Describe how your agency distributes applications.*

Visitors have access to the forms at the agency's front desk as well as at the agency bookstore.

*Describe any special registration activities, if any.*

All Operations staff were trained in the first quarter of FY19.

*Describe challenges, both resolved and unresolved.*

The Operations team is currently working on ideas of distribution of the forms. When holding events we are hoping to make the forms accessible to the public via tabling/inserting into handouts.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
DCP Manhattan	120 Broadway	Manhattan

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Department of Citywide Administrative Services (DCAS)

Name of Agency Reporter: Latesha Parks – Director of Agency Support Services

Phone: 212-386-6313

Email: lmparks@dcas.nyc.gov

Number of registration forms distributed: 39

Number of registration forms collected and sent to Board of Elections: 0

Number of front-line staff trained: 7

985 985

*Describe how your agency distributes applications.*

DCAS distributes voting applications from any of its 5 Computer Testing and Application Centers (CTAC), its two City Stores and in our onboarding folders which are distributed to new hires.

*Describe any special registration activities, if any.*

During times leading up to elections DCAS runs an informational page with links to candidate information on its intranet.

*Describe challenges, both resolved and unresolved.*

Currently there are no challenges to note.

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Queens CTAC	118-35 Queens Boulevard	Queens
Brooklyn CTAC	210 Joralemon Street	Brooklyn
Staten Island CTAC	135 Canal Street	Staten Island
Manhattan CTAC	2 Lafayette Street	Manhattan
Bronx CTAC	1932 Arthur Avenue	Bronx
City Store	Municipal Building -1 Centre Street	Manhattan
City Store	Manhattan Office of the City Clerk – 141 Worth St	Manhattan

(Add a new row for each additional location)

## Agency-based Voter Registration Reporting Template

July 1-December 31, 2018

Agency:	Civilian Complaint Review Board
Name of Agency Reporter:	Jeanine Marie
Phone:	2129122092
Email:	jmarie@ccrb.nyc.gov

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Number of registration forms distributed:	1600
Number of registration forms collected and sent to Board of Elections:	0
Number of front-line staff trained:	11
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	N/A

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*Describe how your agency distributes applications.*

The CCRB offers voter registration at our offices located at 100 Church Street. Registration is offered to all visitors and current employees not already registered to vote. Voter registration applications are also distributed at outreach events as well as "City Hall in Your Borough."

*Describe any special registration activities, if any.*

N/A

*Describe challenges, both resolved and unresolved.*

The CCRB faces a myriad of challenges with respect to the voter registration initiative. Firstly, many of the CCRB's visitors schedule interviews about their complaints during regular business hours. These visitors are usually in a rush and do not have the time to fill out a voter registration form. Secondly, these visitors are often upset, both before and after their interview, at their interaction with a member of the Police Department. Thus, it can be difficult for staff to pivot to a discussion about voter registration.

The CCRB has taken steps to better serve the voter registration initiative. Firstly, numerous staff members have been trained in the past calendar year on how to distribute voter registration literature. Additionally, numerous CCRB staff have signed up to be poll workers and have spread similar opportunities amongst their respective communities. Secondly, the CCRB has hosted BOE staff to further discuss the voter registration initiative. We will be collaborating with the BOE to have more

**Agency-based Voter Registration Reporting Template****July 1-December 31, 2018**

of our staff trained with respect to voter registration. Thirdly, voter registration forms are being distributed in all mandated languages as opposed to only 3. Finally, the CCRB has begun offering voter registration at City Hall “In Your Borough” whenever we have a presence there.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
CCRB HQ	100 Church Street 10Fl	NY
Outreach Presentations	Throughout New York City	All boroughs
City Hall in Your Borough	Varies	Queens/Manhattan

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Department of Consumer Affairs

Name of Agency Reporter: Casey Adams

Phone: 212-436-0095

Email: cadams@dca.nyc.gov

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Number of registration forms distributed:	16,330
Number of registration forms collected and sent to Board of Elections:	56
Number of front-line staff trained:	15
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	69

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*Describe how your agency distributes applications.*

DCA distributes applications at our licensing center, our financial empower centers, and through multiple pages on our agency website. In addition, DCA includes voter registration materials in renewal packets sent to licensees.

*Describe any special registration activities, if any.*

In 2019, DCA will distribute voter registration forms to NYC Free Tax Prep sites across the city.

*Describe challenges, both resolved and unresolved.*

DCA is not aware of any challenges for this reporting period.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

Org/Site Location Name	Street Address	Borough
NYC DCA	42 Broadway	Manhattan
Financial Empowerment Centers	Various	All

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Department Of Correction

Name of Agency Reporter: F. Mitchell

Phone: 718-797-8326

Email: Frankie.mitchell@doc.nyc.gov

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Number of registration forms distributed:	889
Number of registration forms collected and sent to Board of Elections:	889
Number of front-line staff trained:	38
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	16

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*Describe how your agency distributes applications.*

We hand delivered applications individually to each detainee interested.

*Describe any special registration activities, if any.*

We conducted voter education classes to inform detainees of their rights as it pertained to voting in NYS. We also retrieved and hand delivered absentee ballots to all detainees that requested.

*Describe challenges, both resolved and unresolved.*

Challenges were educating all qualifying detainees of their right to cast a ballot and then when their absentee ballots arrived tracking all the detainees down and delivering them was difficult.

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**Please list all locations where registration forms are distributed and/or made available to the public:**

Org/Site Location Name	Street Address	Borough
Department of Correction	Multiple facilities Hazen st. Elmhurst NY	Queens
Department of Correction	125 White st	Manhattan
Department of Correction	1 Halleck st	Bronx
Department of Correction	275 Atlantic Av	Brooklyn

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Materials for the Arts – Department of Cultural Affairs

Name of Agency Reporter: Bliss Green-Morehead

Phone: (718) 729-2088

Email: Bgreen-morehead@mfta.nyc.gov

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Number of registration forms distributed:	30
Number of registration forms collected and sent to Board of Elections:	0
Number of front-line staff trained:	8
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	23

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*Describe how your agency distributes applications.*

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

*Describe any special registration activities, if any.*

Several frontline staff received training from NYC Votes. This session included information on how to track voter forms, order new forms, assist individuals with questions, and the ways MFTA can be in compliance with Local Law 29.

The check-in area at MFTA included signs notifying shoppers of voter registration and the application deadline for the 2018 Midterm Election.

*Describe challenges, both resolved and unresolved.*

N/A

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**Please list all locations where registration forms are distributed and/or made available to the public:**

Org/Site Location Name	Street Address	Borough
Materials for the Arts	33-00 Northern Blvd, Long Island City, NY 11101	Queens

(Add a new row for each additional location)

Agency: NYC Department of Environment Protection

Name of Agency Reporter: Eva Lynch/ Jaunita James

Phone: 718-595-3487/718-595-3508

Email: [eval@dep.nyc.gov](mailto:eval@dep.nyc.gov) / [jjames@dep.nyc.gov](mailto:jjames@dep.nyc.gov)

Number of registration forms distributed: 4,899

Number of registration forms collected and sent to Board of Elections: 39

Number of front-line staff trained: 2

Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): N/A

*Describe how your agency distributes applications.*

Distributing thought-out our five borough offices and tabling event in the main agency office at Lefrak.

*Describe any special registration activities, if any.*

DEP held registration drives/table event during lunch hours because of more foot traffic which helps in getting people to register.

*Describe challenges, both resolved and unresolved.*

We have been successful with no challenges.

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Lefrak Customer Services BCS	59-17 Junction Blvd	Queens
Borough Office	1932 Arthur Ave	Bronx
Borough Office	250 Livingston Street	Brooklyn
Borough Office	60 Bay Street	Staten Island
Borough Office	1250 Broadway	Manhattan

(Add a new row for each additional location)



**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: NYC Department of Finance

Name of Agency Reporter: Scott Adlerberg

Phone: 212-602-7044

Email: Adlerbergs@finance.nyc.gov

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Number of registration forms distributed: 15,945

Number of registration forms collected and sent to Board of Elections:

Number of front-line staff trained: 4

Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): 1,437

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*Describe how your agency distributes applications.*

In each of the five Finance Business Centers, voter registration cards are put out for customers to take if they want to take one. Cards are also sent out by the SCRIE and DRIE units with each SCRIE and DRIE renewal notice.

*Describe any special registration activities, if any.*

*Describe challenges, both resolved and unresolved.*

No challenges to report.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Manhattan Business Center	66 John Street	Manhattan
Brooklyn Business Center	210 Joralemon Street	Brooklyn

**Agency-based Voter Registration Reporting Template**  
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Queens Business Center	144-06 94th Avenue	Queens
Bronx Business Center	3030 Third Avenue	Bronx
Staten Island Business Center	350 St. Marks Place	Staten Island

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: FDNY

Name of Agency Reporter: Steven Ertrachter

Phone: 718-999-1994

Email: [Steven.Ertrachter@fdny.nyc.gov](mailto:Steven.Ertrachter@fdny.nyc.gov)

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Number of registration forms distributed:	10
Number of registration forms collected and sent to Board of Elections:	10
Number of front-line staff trained:	11
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	45

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*Describe how your agency distributes applications.*

We have banners and signs in the public waiting area, we distribute applications upon request.

*Describe any special registration activities, if any.*

*Describe challenges, both resolved and unresolved.*

Our unit is constantly dealing with public and even though we have banners and signs in place, the public comes in specifically to take the COF exams.

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**Please list all locations where registration forms are distributed and/or made available to the public:**

Org/Site Location Name	Street Address	Borough
FDNY HQ	9 Metro Tech Center	Brooklyn

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: Department of Health and Mental Hygiene

Name of Agency Reporter: Barry J. Novack

Phone: 347-396-6416

Email: [bnovack@health.nyc.gov](mailto:bnovack@health.nyc.gov)

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Number of registration forms distributed:	1,314
Number of registration forms collected and sent to Board of Elections:	20
Number of front-line staff trained:	12
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	230

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*Describe how your agency distributes applications.*

Forms are available in the lobby of most of our Health Centers as well as inside some of our program offices. The forms are in a literature rack or on a stand/table along with other information relevant to the location. Visitors take forms and assistance is provided when requested.

*Describe any special registration activities, if any.*

For the past several years the agency has participated in National Voter Registration Day. Each year tables are staffed at 5 or 6 of our locations and visitors are actively encouraged to register to vote.

*Describe challenges, both resolved and unresolved.*

Many of our sites deal with serious health matters and conditions. Promoting voter registration, or anything else not directly related to a visitor's health circumstance, remains a challenge.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

Org/Site Location Name	Street Address	Borough
Astoria Health Center	12-26 31 <sup>st</sup> Avenue	Queens
Corona Health Center	34-33 Junction Boulevard	Queens
Jamaica Health Center	90-37 Parsons Boulevard	Queens

**Agency-based Voter Registration Reporting Template**  
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Morrisania Health Center	1309 Fulton Avenue	Bronx
Tremont Health Center	1826 Arthur Avenue	Bronx
Bedford Health Center	485 Throop Avenue	Brooklyn
Brownsville Health Center	259 Bristol Street	Brooklyn
Bushwick Health Center	335 Central Avenue	Brooklyn
Crown Heights Health Center	1218 Prospect Place	Brooklyn
Fort Greene Health Center	295 Flatbush Avenue	Brooklyn
Homecrest Health Center	1601 Avenue S	Brooklyn
Central Harlem Health Center	2238 5 <sup>th</sup> Avenue	Manhattan
Chelsea Health Center	303 9 <sup>th</sup> Avenue	Manhattan
East Harlem Health Center	158 East 115 <sup>th</sup> Street	Manhattan
Riverside Health Center	160 West 100 <sup>th</sup> Street	Manhattan
Washington Heights Health Center	600 West 168 <sup>th</sup> Street	Manhattan
Vital Records Office	125 Worth Street	Manhattan
Early Intervention Office	135 Canal Street	Staten Island

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency:	DSS   DHS
Name of Agency Reporter:	Rubaiyat Mahboob
Phone:	929.221.5598
Email:	mahboobr@dss.nyc.gov

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Number of registration forms distributed:	2949+
Number of registration forms collected and sent to Board of Elections:	74
Number of front-line staff trained:	0
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	44

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*Describe how your agency distributes applications.*

DHS offers voter registration forms for interested applicants and clients to obtain at each of the 5 intake centers located throughout the City. Forms are kept at central desks in the waiting areas of each site, near flyers and signage pertaining to voting. Applicants can obtain a Code 9 voter registration form from the intake area. In addition, each intake center keeps a box in which applicants can place a completed voter registration card for mailing to the Board of Elections.

*Describe any special registration activities, if any.*

As part of National Voter Registration Day on September 25, 2018, DHS hosted voter registration drives at four shelters, completing registrations for 74 DHS shelter residents in total. Leading up to the election days for the New York State Primary and National Elections in September and November of 2018, DHS distributed voting flyers provided by the Mayor's Office to all shelters in its system. The flyers included the date of the elections, poll site hours, and information on how a client can locate their polling station.

*Describe challenges, both resolved and unresolved.*

The general challenge for DHS in distributing voter registration forms at intake lies in the emergency nature of contact with the public at DHS intake centers. Families and individuals arrive at intake centers for assistance in a crisis, with their belongings, to await immediate temporary placement in a shelter (pending approval of their application). Application documents are completed electronically by staff, making it impossible for DHS to physically attach a voter registration form to an application document provided to the client. DHS's solution has been to provide access to voter registration forms at intake by placing them in waiting areas for applicants and clients to pick up if they are interested in registering to vote.

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
PATH (Prevention Assistance and Temporary Housing) Family Intake	151 East 151 <sup>st</sup> Street	Bronx
30 <sup>th</sup> Street Men's Intake Center	400 East 30 <sup>th</sup> Street	Manhattan
AFIC (Adult Family Intake Center)	400 East 30 <sup>th</sup> Street	Manhattan
Franklin Women's Intake and Assessment Shelter	1122 Franklin Avenue	Bronx
HELP Women's Intake and Assessment Shelter	116 Williams Avenue	Brooklyn

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency:	NYC Housing Preservation and Development (HPD)
Name of Agency Reporter:	Sean Soun
Phone:	212-863-7755
Email:	souns@hpd.nyc.gov

Number of registration forms distributed:	Please see below
Number of registration forms collected and sent to Board of Elections:	Please see below
Number of front-line staff trained:	0
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	168

*Describe how your agency distributes applications.*

- Our agency provides registration cards through the dispenser, so we do not have a count on the number of registration forms distributed. These areas generally service the Section 8 program participants and property owners. The forms are on open display for all to take.

*Describe any special registration activities, if any.*

- HPD provides a voter spotlight link on our website and intranet to the voter registration website.
- Voter registration cards are available when clients drop off or pick up documentation at the front desk during appointments with property owners and managers.

*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 out-going 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.

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

- HPD will work with units with the passive display and face-to-face encounters to increase tracking and voter registration.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
NYC Housing Preservation & Development (HPD)	100 Gold Street	Manhattan

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting****July 1-December 31, 2018**

Agency: DSS | HRA

Name of Agency Reporter: Erin Drinkwater

Phone: 929.221.8516

Email: drinkwatere@hra.nyc.gov

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**Human Resources Administration Summary**

	# of registration forms distributed	# of applications collected and sent to Board of Elections	# of front line staff trained	# of "clicks" on home page voter registration button
FIA*	155,120	6,579	1,375	
HCSP	680	22	122	
MICSA	1,676,372	1,855	24-40	
HASA	26,173	167	13	
OCSS	1,589	537	60	
APS	1,264	38	273	
Total	1,861,198	9,198	1867-1883	

\*through November 2018

**Summary by Program Area:****Family Independence Administration- Cash Assistance/SNAP-**

Number of registration forms distributed: 155,120

Number of registration forms collected and sent to Board of Elections: 6,579

Number of front-line staff trained: 1,375

Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): 114\*

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\*Represents the total of website clicks for the entire DSS/HRA website.

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*Describe how your agency distributes applications.*

Voter applications are attached to our Cash and SNAP assistance applications in which our clientele can opt to complete and submit at their respective JOB/SNAP center.

## **Agency-based Voter Registration Reporting**

**July 1-December 31, 2018**

*Describe any special registration activities, if any.*

The agency conducted a voter registration drive on National Voter's Registration Day- September 25, 2018. Due to the success of registering 324 new voters, the agency received the "Big Apple Change Maker Award" presented by NYC Votes/NYC Campaign Finance Board.

*Describe challenges, both resolved and unresolved.*

Because our on DEMAND SNAP clientele submit their SNAP application via on line, they have the option to complete the voter's application via ACCESSHRA instructions and submitted directly to the Voter's administration office. This makes it difficult for HRA to provide SNAP clients which submitted voter's application numbers as requested.

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
ACCESS HRA		On line
Rider Job Center	300 Canal Place, NY 10451	Bronx
Hunts Point Job/SNAP Center	847 Barretto Street, NY 10474	Bronx
Fordham Job Center	2541 Bainbridge Ave, NY 10458	Bronx
Concourse Job/SNAP Center	1365 Jerome Avenue, NY 10452	Bronx
Crotona Job/SNAP Center	1910 Monterey Ave, NY 10457	Bronx
Queen Job/SNAP Center	32-20 Northern Blvd., NY 11101	Queens
Jamaica Job/SNAP Center	165-08 88 <sup>th</sup> Ave, NY 11432	Queens
Rockaway Job/SNAP Center	219 Beach 59 <sup>th</sup> Street, NY 11692	Queens
Richmond Job/SNAP Center	201 Bay Street, NY 10301	Staten Island
Coney Island Job Center	3050 West 21 Street, NY 11224	Brooklyn
DeKalb Job Center	275 Bergen Street, NY 11217	Brooklyn
Bushwick Job/SNAP Center	30 Thornton Street, NY 11206	Brooklyn
Clinton Hill Job Center	495 Clermont Ave, NY 11238	Brooklyn
Southern Brooklyn Job Center	35 Fourth Ave, NY 11217	Brooklyn
HRA Express Center	404 Pine Street, NY 11208	Brooklyn
Waverly Job/SNAP Center	12 West 14 <sup>th</sup> Street, NY 10011	Manhattan
St. Nicholas Job/SNAP Center	132 West 125 <sup>th</sup> Street, NY 10027	Manhattan
EastEnd Job/SNAP Center	2322 Third Ave., NY 10035	Manhattan
Dyckman Job/SNAP Center	4055 10 <sup>th</sup> Ave., NY 10034	Manhattan
Michael J. Handy Veteran Center	25 Chapel Street, NY 11201	Brooklyn

(Add a new row for each additional location)

## **Medical Insurance and Community Services Administration (MICS)-**

<i>Number of registration forms distributed:</i>	1,676,372 (as of Nov)
<i>Number of registration forms collected and sent to Board of Elections:</i>	1,855
<i>Number of front-line staff trained:</i>	24-40 (Ongoing)
<i>Agency website traffic (number of clicks) directed to Campaign Finance Board</i>	N/A

## Agency-based Voter Registration Reporting

July 1-December 31, 2018

website (NYC Votes):

Describe how your agency distributes applications.

- 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 any special registration activities, if any.

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.

Please list all locations where registration forms are distributed and/or made available to the public:

Bronx	Brooklyn	Queens	Manhattan	Staten Island
LINCOLN HOSPITAL MEDICAID OFFICE 234 East 149th Street	BROOKLYN SOUTH MEDICAID OFFICE - 785 Atlantic Avenue	QUEENS COMMUNITY MEDICAID OFFICE (Long Island City) – 32-20 Northern Blvd.	CHINATOWN MEDICAID OFFICE - 115 Chrystie Street	STATEN ISLAND MEDICAID OFFICE - 215 Bay Street
NORTH CENTRAL BRONX HOSPITAL MEDICAID OFFICE - 3424 Kossuth Avenue	EAST NEW YORK MEDICAID OFFICE – 404 Pine Street		METROPOLITAN HOSPITAL MEDICAID OFFICE - 1901 First Avenue	
MORRISANIA MEDICAID OFFICE - 1225 Gerard	CONEY ISLAND MEDICAID OFFICE - 3050 West 21st Street		MANHATTANVILLE MEDICAID OFFICE - 520-530 West 135th Street	
	KINGS COUNTY HOSPITAL MEDICAID OFFICE - 441 Clarkson Avenue			

(Add a new row for each additional location)

## Office of Child Support Services (OCSS)-

Number of registration forms distributed:

1,589

**Agency-based Voter Registration Reporting****July 1-December 31, 2018**

Number of registration forms collected and sent to Board of Elections: 537

Number of front-line staff trained: 60

Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): N/A

*Describe how your agency distributes applications.*

Caseworkers distribute applications to clients during interviews at the OCSS Family Court Support Services Offices in each borough and at the OCSS Customer Service Walk-In Center.

*Describe any special registration activities, if any.*

During the month of October, staff make an extra effort to push voter registration at our Customer Service Walk-In Center.

*Describe challenges, both resolved and unresolved.*

Most clients who are eligible to register have already done so. Many clients also prefer to complete the form at home which makes it difficult to determine whether they have been sent to the Board of Elections.

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
OCSS Customer Service Walk-In Center	151 West Broadway, 4 <sup>th</sup> floor	Manhattan
OCSS Brooklyn Family Court Support Services Office (FCSS)	330 Jay Street, 12 <sup>th</sup> floor	Brooklyn
OCSS Bronx FCSS	900 Sheridan Street, LL Floor	Bronx
OCSS Queens FCSS	151-20 Jamaica Avenue, 4 <sup>th</sup> floor	Queens
OCSS Staten Island FCSS	18 Richmond Terrace, Rm BO9A	Staten Island
OCSS Manhattan FCSS	60 Lafayette Street, 1 <sup>st</sup> Floor	Manhattan

(Add a new row for each additional location)

**Adult Protective Services-**

Number of registration forms distributed: 1264

Number of registration forms collected and sent to Board of Elections: 38

Number of front-line staff trained: 273

Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): None

**Agency-based Voter Registration Reporting****July 1-December 31, 2018**

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*Describe how your agency distributes applications.*

APS offers Voter Registration during Initial Home Visits for assessments, and monthly home visits for eligible clients. Forms are offered in English, Spanish, Haitian Creole, Chinese, Korean, Italian, Russian and Arabic.

*Describe any special registration activities, if any.*

Not applicable at this time

*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 being mentally impaired.

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Bronx Adult Protective Services	2500 Halsey Street, Bronx NY 10461	Bronx
Brooklyn Adult Protective Services	250 Livingston Street, 3rd & 4th floor, Brooklyn, NY 11201	Brooklyn
Queens Adult Protective Services	165-08 88th Avenue 6th Floor, Jamaica, NY 11435	Queens
Staten Island Adult Protective Services	215 Bay Street 2nd Floor Staten Island, NY 10301	Staten Island
Manhattan Adult Protective Services	400 8th Avenue 6th & 7th Floor New York, NY 10001	Manhattan

**HASA-**

Number of registration forms distributed: 26,173

Number of registration forms collected and sent to Board of Elections: 167

Number of front-line staff trained: 13

Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): None

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*Describe how your agency distributes applications.*

Clients are targeted for voter registration when they apply for public assistance and then again when they recertify.

*Describe any special registration activities, if any.*

Not applicable at this time

## **Agency-based Voter Registration Reporting**

**July 1-December 31, 2018**

*Describe challenges, both resolved and unresolved.*

Additional training was attended by all liaisons in April 2018. Liaisons and reporter will continue to attend any training that comes up. HASA will continue working with the Voters Assistance Unit of NYC Campaign Finance Board as issues arise.

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
HASA # 14 WAVERLY	12 West 14th Street, 1st FL	MANHATIAN
HASA #19 CROTONA	1790 Grand Concourse, 3rd FL,	BRONX
HASA # 24 AMSTERDAM	400 8TH Avenue, 3Ro FL	MANHATIAN
HASA# 41 GRAND Concourse	1790 Grand Concourse, 4th FL	BRONX

Continuation of list of all HASA locations where voter's registrations forms are distributed and/or made available to the public:

HASA #43 KINGSBRIDGE	888 Garrison Ave, 3rd FL	BRONX
HASA#48 JEROME	888 Garrison Ave, 3rd Fl	BRONX
HASA # 49 CONEY ISLAND	3050 West 21st Street	BROOKLYN
HASA #51 QUEENSBORO	33-28 Northern Blvd, 2nd Fl	QUEENS
HASA # 72 HAMILTON	530 West 135 Street	MANHATIAN
HASA # 73 BROWNSVILLE	88 Third Ave, 1st fl	BROOKLYN
HASA# 85 GREENWOOD	88 Third Ave, 2nd Fl	BROOKLYN
HASA# 93 Staten Island	207 Bay street 1st Fl	STATEN ISLAND

### **Home Care-**

*Number of registration forms distributed:*

680

*Number of registration forms collected and sent to Board of Elections:*

22

*Number of front-line staff trained:*

122

*Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):*

NA

*Describe how your agency distributes applications.*

HCSP offers Voter Registration during Home Visits 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.

*Describe any special registration activities, if any.*

**Agency-based Voter Registration Reporting****July 1-December 31, 2018**

*No special registration activities were conducted.*

*Describe challenges, both resolved and unresolved.*

*No challenges resolved or unresolved to report.*

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
HCSP/Bronx CASA	888 Garrison Ave 3 <sup>rd</sup> floor Bronx NY 10474	Bronx
HCSP/Brooklyn CASA	253 Schermerhorn St. 4 <sup>th</sup> floor Bklyn NY 11201	Brooklyn
HCSP/Queens CASA	165-08 88 <sup>th</sup> Ave 6 <sup>th</sup> floor Jamaica NY 11432	Queens
HCSP/CASA IV	215 Bay Street 2 <sup>nd</sup> Floor Staten Island NY 10301	Richmond/Staten Island
HCSP/Manhattan CASA	132 W 125 <sup>th</sup> Street 5 <sup>th</sup> Floor NY 10027	Manhattan
HCSP/Central Office	785 Atlantic Ave 7 <sup>th</sup> Floor Brooklyn NY 11238	All Boroughs

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

*Agency:* New York City Commission On Human Rights

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*Name of Agency Reporter:* Milagros Navarro-Tilley

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*Phone:* (212) 416-0157

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*Email:* Mnavarro@cchr.nyc.gov

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*Number of registration forms distributed:* 397

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*Number of registration forms collected and sent to Board of Elections:* 0

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*Number of front-line staff trained:* 36

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*Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):* 7

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*Describe how your agency distributes applications.*

Commission staff makes voter registration forms available to the public at all five Commission offices and at Commission events.

*Describe any special registration activities, if any.*

None

*Describe challenges, both resolved and unresolved.*

It is difficult for the Commission to track the number of distributed registration forms that are ultimately submitted because members of the public generally take the forms with them, and do not fill them out at the Commission's point of contact.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<b><i>Org/Site Location Name</i></b>	<b><i>Street Address</i></b>	<b><i>Borough</i></b>
CCHR Central Office	22 Reade Street, New York 10007	Manhattan
CCHR Bronx Community Service Center Field Office	1932 Arthur Ave., Rm. 203A, Bronx, NY 10457	Bronx
CCHR Brooklyn Community Service Center Field Office	25 Chapel Street, Brooklyn NY 11201	Brooklyn
CCHR Queens Community Service Center Field Office	153-01 Jamaica Avenue, Rm. 203, Jamaica, NY 11432	Queens
CCHR Staten Island	60 Bay Street, 7 <sup>th</sup> Fl., Staten Island, NY 10301	Staten

Community Service Center Field Office		Island
Family Fun Day	St. Albans Park Merrick Blvd, Jamaica, NY 11433	Queens
Community Partners	50 Bay St. Staten Island, NY 10301	Staten Island
Mayor's Info Fair-Gerard Carter Community Center	189 Gordon St., Staten Island, NY 10304	Staten Island
West Brighton Senior Center	230 Broadway, Staten Island, NY 10310	Staten Island
Diane Savino -Tappen Park	Canal/Water/Bay Street, Staten Island, NY 10304	Staten Island
CAT Meeting	130 Canal Street Staten Island NY 10304	Staten Island
Workforce 1	120 Stuyvesant Pl., Staten Island, NY 10301	Staten Island
S.I. Black Heritage Family Day 36 - Tappen Park	Canal/Water/Bay Street, Staten Island, NY 10304	Staten Island
Debie Rose Information Fair-Tappen Park	Canal/Water/Bay Street, Staten Island, NY 10304	Staten Island
Outreach to Parent Coordinators -Michael J. Petrides School	715 Ocean Terrace, Staten Island, NY 10301	Staten Island
Back to School Carnival	Leif Ericson Park 67 <sup>th</sup> St./7 <sup>th</sup> Ave, Brooklyn, NY 11220	Brooklyn
Diwali Mela	74 <sup>th</sup> St.& Roosevelt Ave, Jackson Heights Queens, NY 11372	Queens
Seraphim Mount of Blessings	132-04 Jamaica Ave.	Queens
Legal Hand	1759 Jerome Ave. Bronx	Bronx
Nazareth Housing	2252 Crotona Ave. Bronx	Bronx
National Night Out	48th Pct.	Bronx
Casa	35 Marcy Place	Bronx
Hands Community Center	330 E. 138 <sup>th</sup> St. Bx. 10454	Bronx
PS 83	950 Rhinelander Ave.	Bronx
Bronx Re-Entry Resource Fair	198 E. 161 St. Bx.10451	Bronx
Part of the Solution	2759 Webster Ave. Bx. 10458	Bronx
BIP Emergency Preparedness Clinic	1220 Gerard Ave. Bronx, NY 10452	Bronx
Morrisania WIC Program	1225 Gerard Ave. Bx.10452	Bronx
College and Career Fair	Co-op City-755 Co-op City Blvd. Bronx, NY 10475	Bronx
3rd Avenue BID LGBTQ Business Convention	1040 Grand Concourse, Bronx NY 10456	Bronx
Aspira Chapter PS 595	700 E. 179 <sup>th</sup> St. Bronx 10457	Bronx

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

<i>Agency:</i>	NYC Department of Parks & Recreation
<i>Name of Agency Reporter:</i>	Stephanie Jones
<i>Phone:</i>	212-360-8181
<i>Email:</i>	stephanie.jones@parks.nyc.gov

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<i>Number of registration forms distributed:</i>	43,905
<i>Number of registration forms collected and sent to Board of Elections:</i>	N/A
<i>Number of front-line staff trained:</i>	15
<i>Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):</i>	64

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*Describe how your agency distributes applications.*

At recreation centers, Parks distributes voter registration forms with membership applications. At nature centers and permit offices, voter registration forms are made available to patrons who visit. Nature centers do not have a front desk or application process, and are open selectively; the permit process is primarily utilized online, however some patrons still visit the permit offices in person.

Note: Parks does not collect and send voter registration forms at this time.

*Describe any special registration activities, if any.*

Parks has integrated voter registration into our employee outreach. A voter registration appeal has been added to our new employee orientation, given to full time, seasonal and POP Worker staff when they begin working for us. Also, a new link has been added to the Employee Resources section of the Parks intranet, the primary resource by which Parks employees receive information on employee policies and benefits. Parks has over 10,000 employees during peak season.

Parks enthusiastically participated in National Voter Registration Day in all 36 of our recreation centers. Our staff conducted voter registration drives both inside and outside the centers, made creative banners and signs, created a voting booth and ballot for kids and even dressed in costume. (See enclosed photos.)

*Describe challenges, both resolved and unresolved.*

Employees report little interest from the public with regard to voter registration. This issue is

**Agency-based Voter Registration Reporting Template****July 1-December 31, 2018**

exacerbated by the fact that in our recreation centers, which constitute the bulk of Parks' efforts, many customers are repeat attendees.

Providing voter registration information remains challenging for our staff due to the fact that some of our patrons are not United States citizens. Ongoing staff trainings have proven difficult, given the shortage of employees able to train on this topic. Parks is looking into alternative methods, such as utilizing the online training option to ensure all new front-line staff are getting trained in a timely manner.

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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Hunts Point Recreation Center	765 Manida Street	Bronx
Owen Dolen Recreation Center	2551 Westchester Avenue	Bronx
St. James Recreation Center	2530 Jerome Avenue	Bronx
St. Mary's Recreation Center	450 St. Ann's Avenue	Bronx
Williamsbridge Oval Recreation Center	3225 Reservoir Oval East	Bronx
Brownsville Recreation Center	1555 Linden Boulevard	Brooklyn
Fort Hamilton Recreation Center	9941 Fort Hamilton Parkway	Brooklyn
McCarren Play Center	776 Lorimer Street	Brooklyn
Metropolitan Recreation Center	261 Bedford Avenue	Brooklyn
Red Hook Recreation Center	155 Bay Street	Brooklyn
St. John's Recreation Center	1251 Prospect Place	Brooklyn
Sunset Park Recreation Center	7th Avenue at 43rd Street	Brooklyn
Alfred E. Smith Recreation Center	80 Catherine Street	Manhattan
Asser Levy Recreation Center	Asser Levy Place	Manhattan
Chelsea Recreation Center	430 West 25th Street	Manhattan
Gertrude Ederle Recreation Center	232 West 60th Street	Manhattan
Hamilton Fish Recreation Center	128 Pitt Street	Manhattan
Hansborough Recreation Center	35 West 134th Street	Manhattan
Highbridge Recreation Center	2301 Amsterdam Avenue	Manhattan
J. Hood Wright Recreation Center	351 Fort Washington Avenue	Manhattan
Jackie Robinson Recreation Center	85 Bradhurst Avenue	Manhattan
Pelham Fritz Recreation Center	18 Mount Morris Park West	Manhattan

# Agency-based Voter Registration Reporting Template

July 1-December 31, 2018

Recreation Center 54	348 East 54th Street	Manhattan
Thomas Jefferson Recreation Center	2180 1st Avenue	Manhattan
Tony Dapolito Recreation Center	3 Clarkson Street	Manhattan
Al Oerter Recreation Center	131-40 Fowler Avenue	Queens
Flushing Meadows Corona Park Aquatics Center	Avery Avenue and 131 Street	Queens
Lost Battalion Hall Recreation Center	93-29 Queens Boulevard	Queens
Roy Wilkins Recreation Center	177th St & Baisley Boulevard	Queens
Sorrentino Recreation Center	18-48 Cornaga Avenue	Queens
Faber Park Recreation Center	Faber Street & Richmond Terrace	Staten Island
Greenbelt Recreation Center	Brielle Avenue (between Walcott and Rockland Avenues)	Staten Island
Lyons Pool Recreation Center	Murray Hulbert Ave	Staten Island
Ocean Breeze Track & Field Athletic Complex	625 Father Capodanno Blvd	Staten Island
Arsenal West Permit Office	24 West 61 <sup>st</sup> Street	Manhattan
Arsenal Permit Office	830 5 <sup>th</sup> Avenue	Manhattan
Queens Permit Office	Flushing Meadows Corona Park, Passerelle Building	Queens
Brooklyn Permit Office	Litchfield Villa, 95 Prospect Park West	Brooklyn
Bronx Permit Office	Ranaqua, 1 Bronx River Parkway	Bronx
Staten Island Permit Office	Greenbelt Recreation Center, 501 Brielle Avenue	Staten Island
Alley Pond Environmental Center	228-06 Northern Boulevard	Queens
Audobon Center	East Drive & Lincoln Road	Brooklyn
Blue Heron Nature Center	222 Poillon Avenue between Amboy Road and Hylan Blvd	Staten Island
Forest Park Visitor Center	Woodhaven Boulevard & Forest Park Drive	Queens
Fort Greene Park Visitors Center	Dekalb Avenue, Washington Park, Myrtle Avenue & St. Edwards Street	Brooklyn
Greenbelt Nature Center	700 Rockland Avenue at the intersection of Brielle Avenue	Staten Island
High Rock Nature Center	Nevada Avenue off Rockland Avenue	Staten Island
Pelham Bay Nature Center	Bruckner Blvd. and Wilkinson Avenue	Bronx
Van Cortlandt Nature Center	246th Street and Broadway	Bronx
Salt Marsh Nature Center	East 33rd Street and Avenue U	Brooklyn

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: NYC Probation

Name of Agency Reporter: Stephen Cacace

Phone: 718-802-4500

Email: scacace@probation.nyc.gov

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Number of registration forms distributed:	<u>2,176</u>
Number of registration forms collected and sent to Board of Elections:	<u>0</u>
Number of front-line staff trained:	<u>15</u>
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	<u>446</u>

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*Describe how your agency distributes applications.*

**We have 5 locations throughout NYC we currently distribute Voter Registration applications through our Intake process. We also have Voter Registration materials available in our HUBS (waiting rooms)**

*Describe any special registration activities, if any.*

**We participated in the Voter Registration day Drive on September 25, 2018 across the city at our HUB locations with the NYC Campaign Finance Board**

*Describe challenges, both resolved and unresolved.*

**Numerous requests made for Promotional materials such as stands, posters, etc... to advertise voter registration forms in our HUBS- Unresolved**

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***Please list all locations where registration forms are distributed and/or made available to the public:***

Org/Site Location Name	Street Address	Borough
Brooklyn Probation	210 Joralemon Street 10 <sup>th</sup> floor	BKLYN
Brooklyn Probation	345 Adams Street 6 <sup>th</sup> floor	BKLYN

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Manhattan Probation	100 Centre Street-14 floor	MAN
Manhattan Probation	66 John Street 4t floor	MAN
Queens Probation	162-24 Jamaica Avenue 2 <sup>nd</sup> floor	QNS
Queens Probation	125-01 Queens Blvd	QNS
Staten Island Probation	340 Bay Street	SI
Bronx Probation	198 East 161 <sup>st</sup> Street	BX
Bronx Probation	213 East 161 <sup>st</sup> Street	BX

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

<i>Agency:</i>	NYC Department of Records and Information Services
<i>Name of Agency Reporter:</i>	LaTonya Jones
<i>Phone:</i>	212.341.6022
<i>Email:</i>	lcjones@records.nyc.gov

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<i>Number of registration forms distributed:</i>	13
<i>Number of registration forms collected and sent to Board of Elections:</i>	2
<i>Number of front-line staff trained:</i>	3
<i>Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):</i>	7

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*Describe how your agency distributes applications.*

The agency has set up a voter registration area at the sign-in desk of our Reference Center. The bulk of visitors to the agency begin their research in this space. The voter registration area includes forms in five languages, pens, signage, and oversized directions for completing the registration form.

In addition, voter registration forms are also available at the agency's public programs and other special events.

*Describe any special registration activities, if any.*

The agency participated in the Campaign Finance Board's national voter registration day effort, including the following activities: tabling in the lobby of 31 Chambers Street and registering visitors from 10AM to 5PM, providing quotation from Commissioner Toole for NVRD press release, and posting on social media. The agency regularly likes, shares and posts content about voter registration, particularly ahead of State deadlines.

*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.

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Department of Records	31 Chambers Street, Suite 103	Manhattan

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

<i>Agency:</i>	Taxi and Limousine Commission
<i>Name of Agency Reporter:</i>	Gabriel Hidalgo
<i>Phone:</i>	212-676-1207
<i>Email:</i>	hidalgog@tlc.nyc.gov

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<i>Number of registration forms distributed:</i>	35,120
<i>Number of registration forms collected and sent to Board of Elections:</i>	0
<i>Number of front-line staff trained:</i>	605
<i>Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):</i>	1,296

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*Describe how your agency distributes applications.*

The TLC currently maintains a staff of approximately 600 employees, many of whom interface daily with TLC licensees. The agency also provides TLC employees with helpful resources from organizations and other city agencies.

We are targeting these two groups by distributing forms in four separate ways to 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 and presentations to licensees and driver industry stakeholders across all 5 boroughs.
- **Licensing Division** (located in Long Island City, Queens) has forms available for visitors to take at its licensing transaction counters. Also, information on how to contact the Board of Elections is included on some TLC-issued forms for licensees.
- **Safety + Emissions Division** (located in Woodside, Queens and Staten Island) 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 helps all TLC licensees, and incoming employees to receive voter registration information.

**Agency-based Voter Registration Reporting Template****July 1-December 31, 2018***Describe any special registration activities, if any.*

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*Describe challenges, both resolved and unresolved.*

Challenges we continue to face is encouraging drivers to take the time to fill out voter registration forms at tabling events. Another challenge is gaining access to voter events, where we can table and invite licensees to participate.
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***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Long Island City Facility	31-00 47th Avenue, 3rd floor, Long Island City, NY 11101	Queens
Woodside Facility	24-55 B.Q.E West, Woodside, NY 11377	Queens
Staten Island Facility	1139 Hylan Blvd, Staten Island, NY 10305	Staten Island
Manhattan Facility	33 Beaver Street, NY 10004	Manhattan

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency: NYC Department of Small Business Services

Name of Agency Reporter: Tim Currier

Phone: 212-513-6412

Email: [tcurrier@sbs.nyc.gov](mailto:tcurrier@sbs.nyc.gov)

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Number of registration forms distributed:	83
Number of registration forms collected and sent to Board of Elections:	10
Number of front-line staff trained:	50
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes): The website was updated to include the voter registration button but we are unable to determine the # of clicks.	40

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*Describe how your agency distributes applications.*

Voter Registration Forms were distributed at Workforce1 (WF1) Career Centers & NYC Business Solutions Centers (BSC). Customers are informed of the ability to register to vote during the intake and orientation sessions. Additionally, signage is placed in the waiting rooms, areas of high traffic, and in orientation presentation decks.

*Describe any special registration activities, if any.*

*Describe challenges, both resolved and unresolved.*

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***Please list all locations where registration forms are distributed and/or made available to the public:***

Org/Site Location Name	Street Address	Borough
Rockaway Workforce1	57-17 Shore Front Parkway	Queens
Queens Workforce1	168-25 Jamaica Ave	Queens
Industrial & Transportation Workforce1	90-04 161 <sup>st</sup> Street	Queens
Flushing Workforce1	41-17 Main Street	Queens
LIC Industrial & Transportation	47-10 Austell Place	Queens

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Workforce1		
Bronx Workforce	400 East Fordham RD	Bronx
West Farms Workforce1	901 E Tremont Ave	Bronx
Hunts Point Workforce1	1029 East 163 <sup>rd</sup> Street	Bronx
Bronx Industrial & Transportation Workforce1	14 Bruckner Boulevard	Bronx
Washington Heights Workforce1	516 West 181 <sup>st</sup> Street	Manhattan
Upper Manhattan Workforce1	361 West 125 <sup>th</sup> Street	Manhattan
Healthcare Workforce1	79 John Street	Manhattan
Brooklyn Workforce1	9 Bond Street	Brooklyn
East New York Workforce1	2619 Atlantic Ave	Brooklyn
Brooklyn Industrial & Transportation Workforce1	140 58 <sup>th</sup> Street	Brooklyn
Coney Island Workforce1	1906 Mermaid Ave	Brooklyn
Staten Island Workforce1	120 Stuyvesant Place	Staten Island
Staten Island Industrial & Transportation Workforce1	1972 Richmond Terrace	Staten Island
Queens - NYC Business Solutions Center	90-27 Sutphin Boulevard	Queens
Brooklyn - NYC Business Solutions Center	9 Bond Street	Brooklyn
Bronx - NYC Business Solutions Center	400 E Fordham Road	Bronx
Staten Island - NYC Business Solutions Center	120 Stuyvesant Place	Staten Island
Upper Manhattan - NYC Business Solutions Center	361 W 125 <sup>th</sup> Street	Manhattan
Washington Heights - NYC Business Solutions Center	560 West 181 <sup>st</sup> Street	Manhattan
Lower Manhattan - NYC Business Solutions Center	79 John Street	Manhattan

(Add a new row for each additional location)

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

<i>Agency:</i>	New York City Department of Transportation
<i>Name of Agency Reporter:</i>	Eleanor DiPalma
<i>Phone:</i>	212.839.7108
<i>Email:</i>	edipalma@dot.nyc.gov

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<i>Number of registration forms distributed:*</i>	7,573
<i>Number of registration forms collected and sent to Board of Elections:</i>	114
<i>Number of front-line staff trained:</i>	15
<i>Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):</i>	1,493

\*Note: On 10/16/2018, DOT CSLA picked-up 20,000 English applications from the Manhattan BOE warehouse to maintain a supply for distribution to: public (via 311 service requests for literature) and for DOT Public Service Centers (PSC).

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*Describe how your agency distributes applications.*

DOT Customer Service/Language Access distributes Voter Registration applications to customers who request literature via 311. DOT CSLA also provides and replenishes Voter Registration applications to agency Public Service Centers located in the five boroughs as needed.

*Describe any special registration activities, if any.*

DOT Customer Service/Language Access (CSLA) in partnership with the Campaign Finance Board co-hosted a "National Voter Registration Day" event. The September 25<sup>th</sup> event date was postponed to October 4<sup>th</sup> due to rain. CSLA used NVRD poster templates provided by NYC Votes. Additional posters were created to supplement the available translated NYC Votes poster templates, adding posters translated into languages based on local demographics. Sample text from English poster:

## Agency-based Voter Registration Reporting Template

July 1-December 31, 2018

**Join Us in Celebrating**  
**National Voter Registration Day at Brooklyn College**  
**DOT Street Ambassadors & DOT Customer Service/Language Access with Hot97 & WBLS**  
NYC Votes and NYC Department of Transportation will be on hand to help -  
Voter Registration and Finding Your Poll Site  
Address: West Quad Building, located on the far Westside of campus between Bedford Ave. & Ocean Ave.  
Time: 12:15 pm to 2:15 pm

*Describe challenges, both resolved and unresolved.*

Planning and coordinating for the event was a challenge since Customer Service/Language Access (CSLA) called upon partners from various DOT units to make it happen: Street Ambassadors; Social Media; Public Spaces and CS/LA and coordinated planning with CFB and volunteers. The inter and intra agency planning and coordination resulted in a very successful event. Staff and volunteers from DOT, CFB, NYC Votes, Radio Station, and CUNY were highly visible on the Brooklyn College campus lending a hand to provide information and assist students and other members of the community in voter registration.

***Please list all locations where registration forms are distributed and/or made available to the public:***

<i>Org/Site Location Name</i>	<i>Street Address</i>	<i>Borough</i>
Permit Management (Permits)	55 Water Street,	Manhattan
Highway Inspection and Quality (HIQA)	59 Maiden Lane	Manhattan
Permits and HIQA	16 Court Street	Brooklyn
Permits and HIQA	1400 Williamsbridge Road	Bronx
Permits and HIQA	10 Richmond Terrace	Staten Island
Permits and HIQA	120-55 Queens Blvd., Kew Gardens	Queens –
Parking and Permits	30-30 Thomson Ave, Long Island City	Queens
Passenger Service Office	St. George Ferry Terminal	Staten Island
Customer Service Language Access	55 Water Street	Manhattan

**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**

Agency:	Department of Youth and Community Development
Name of Agency Reporter:	Andrew Miller
Phone:	646-343-6738
Email:	andmiller@dycd.nyc.gov

Number of registration forms distributed:	13,991
Number of registration forms collected and sent to Board of Elections:	1,248
Number of front-line staff trained:	282
Agency website traffic (number of clicks) directed to Campaign Finance Board website (NYC Votes):	27

*Describe how your agency distributes applications.*

DYCD's 240 contracted agencies offer voter registration forms at enrollment in 1,300 program sites except in cases when federal law prohibits it including CSBG funded programs.

*Describe any special registration activities, if any.*

Recognizing the positive impact of getting young people involved early in their community, the Interagency Coordinating Council on Youth Services held a meeting this past fall.

ICC highlighted civic engagement opportunities. Panelist included representatives from the NYC Campaign Finance Board, the New York City Anti-Violence Project, DYCD's Cornerstone Youth Advisory Boards and DYCD's Neighborhood Advisory Board.

*Describe challenges, both resolved and unresolved.*

Unlike direct service agencies, DYCD programs which serves hundreds of thousands of New Yorkers of all ages, are located at thousands of locations citywide and are operated by non-profit providers. While we are pleased with the efforts of our providers, coordinating this effort is challenging on such a wide-scale.

**Please list all locations where registration forms are distributed and/or made available to the public:**

Org/Site Location Name	Street Address	Borough
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**Agency-based Voter Registration Reporting Template**  
**July 1-December 31, 2018**


(Add a new row for each additional location)