Amendment to "Appendix A" of the Resolution of the Civic Engagement Commission enacted April 7, 2020, as amended most recently on June 12, 2025:

APPENDIX A - FINAL METHODOLOGY PROCEDURES

1. Scope. These procedures implement the final methodology published by the Civic Engagement Commission on April 1, 2020, as enacted by resolution of such Commission on April 7, 2020, and as further amended by such Commission on January 7, 2021; June 1, 2021; October 20, 2022; November 29, 2022; December 6, 2024; and June 12, 2025.

2. Definitions.
    a. American Community Survey. The term "American Community Survey" or "ACS" means the annual survey conducted by the U.S. Census Bureau.
    b. Census tract. The term "census tract" means the statistical subdivisions of a county used for the purpose of taking the census as determined by the U.S. Census Bureau.
    c. Chair. The term "Chair" means the Chair of the New York City Civic Engagement Commission.
    d. Commission. The term "Commission" means the New York City Civic Engagement Commission or the Chair acting on behalf of the Commission.
    e. CVALEP. The term "CVALEP" means the number of persons who are U.S. citizens of voting-age and are limited English proficient based on the most recent American Community Survey data.
    f. Program. The term "program" means the poll site language assistance program established pursuant to Charter § 3202.
    g. Program eligible jurisdiction. The term "program eligible jurisdiction" means as that term is defined in paragraph 5.
    h. Program eligible language. The term "program eligible language" means a language eligible for services under the program.
    i. Public use microdata area. The term "public use micro data area" or "PUMA" means the statistical geographic area used for disseminating American Community Survey estimates as determined by the U.S. Census Bureau.
    j. VRA language. The term "VRA language" means a language that a jurisdiction within the City of New York is required to provide language assistance in pursuant to the language minority provisions of the Voting Rights Act ("VRA").

3. Covered elections. The program will provide oral language assistance at all primary and general elections beginning with the general election on November 3, 2020. The Commission will provide services at a special election if the program in the previous general election served at least one Election Day polling place designated for such special election and the Chair determines that the resources available to the Commission allow for the provision of such services.

4. Program eligible languages. Except as provided in paragraph 5, the program will provide oral language assistance in the following languages citywide: Arabic, Bengali, Chinese (Cantonese, Mandarin), French, Haitian Creole, Italian, Korean, Polish, Russian, Urdu, and Yiddish.

5. Program eligible jurisdictions. The program will provide oral language assistance in all program eligible languages citywide, except that, the program will not provide oral language assistance in a program eligible language covered by the federal voting rights act in a jurisdiction where such language has been determined to be a covered language by such law. Additionally, the program will not provide interpreter assistance at a poll site where the board of elections of the city of New York has stated an intention to provide the same service in the same language. Therefore, the following languages will not be served by this program in the following jurisdictions, except upon request by the Board of Elections where the obligation to provide poll site assistance is being transferred from CEC to the Board:
    a. Bengali: Queens, Brooklyn.
    b. Chinese (Cantonese, Mandarin): Brooklyn, Manhattan, Queens, and Staten Island.
    c. Korean: Queens.
    d. Spanish: The Bronx, Brooklyn, Manhattan, Queens, and Staten Island.
    e. Urdu: Brooklyn.

6. Number of polling places served. The Commission shall determine the total number of polling places served for each covered general and primary election based on the total resources allocated to the program.

7. Polling place allotment. The number of polling places that will receive oral language assistance services in a program eligible language will depend on such language's share of the total CVALEP population in the program eligible jurisdictions. Each program eligible language's percentage share of the total number of polling places served is as follows:

Program Eligible Language	**CVALEP Population**[1]	**Percentage Share**
Arabic	17576	8.7%
Bengali	6409	3.2%
Chinese (Cantonese, Mandarin)	1987	1.0%

[1] Excluding counties and languages covered by the 1965 Voting Rights Act and the John Lewis Voting Rights Act of New York. Based on U.S. Census Bureau, 2019-2023 American Community Survey 5-Year Data.

French	10772	5.3%
Haitian Creole	21518	10.6%
Italian	14698	7.3%
Korean	4858	2.4%
Polish	13774	6.8%
Russian	84308	41.6%
Urdu	6493	3.2%
Yiddish	20317	10.0%

8. Targeting formulae, general and primary elections. Prior to each covered general or primary election pursuant to paragraph 3 of these procedures and associated early voting period, the Commission shall make good faith efforts to apply the targeting formulae described in this paragraph to identify specific polling places in the program eligible jurisdictions that contain a significant concentration of limited English proficient voters that speak a program eligible language. Such targeting formulae are as follows:
    a. The Commission will obtain census tract data on the number of persons who speak each program eligible language and are limited English proficient, and calculate the percent of language speakers who are CVALEP in each PUMA;
    b. The Commission will use the CVALEP percent in subparagraph (a) to estimate the CVALEP population for each program eligible language in census tracts contained in a PUMA and distribute census tract level CVALEP data to polling places in order to estimate the CVALEP population by polling place. Such distribution is based on how voters in each census tract are distributed across intersecting polling places.
    c. For every polling place, the Commission will assign a numbered rank per each program eligible language based on the estimated concentration of CVALEP individuals assigned to such polling place that speak each program eligible language.
    d. A polling place may receive services in a particular program eligible language if such polling place's rank is equal to or less than the number of polling places allocated to that language pursuant to paragraphs 5 and 6 of these procedures.
    e. Services will be provided in all program eligible languages in at least one polling place.

9. Targeting formulae, special elections. Prior to each covered special election pursuant to paragraph 3 of these procedures and associated early voting period, the Commission shall compare the list of Election Day and early voting polling places designated for such special election with the list of Election Day and early voting polling places the Commission served in the previous general election. A polling place that appears on both lists may receive services at such special election provided that an early voting polling place may only be

served if such special election has a covered early voting period pursuant to paragraph 11 of these procedures.

a. In the event that the Board of Elections designates a polling place for use in such special election that was not used in the prior general election, the Commission may serve such polling place if the Chair determines that such polling place has an equal or higher concentration of CVALEP voters compared to polling places served during the prior general election provided that an early voting polling place may only be served if such special election has a covered early voting period pursuant to paragraph 11 of these procedures.

10. Health and safety exception. The Chair may exempt any polling place from the program for a particular election if the Chair determines that stationing an interpreter at such polling place would be detrimental to such interpreter's health or safety.

11. Covered early voting period. Beginning with the general election in 2020, the program will provide services during the early voting period for any primary or general election for U.S. President, or any primary or general election for a citywide elective office or a statewide elective office including any statewide federal office, provided that the program will provide such services at a special election for such citywide and statewide offices based upon the Chair's determination of the resources available to the Commission. The Chair shall establish the days and hours of early voting services based upon the resources available to the Commission for the provision of such services or the needs of the language community to be served in consultation with the Language Assistance Advisory Committee. Early voting polling places for general and primary elections will be targeted pursuant to paragraph 8 of these procedures. Early voting polling places for special elections will be targeted pursuant to paragraph 9 of these procedures. To maximize resources while expanding access, a second language service in a program eligible language may be added to the poll sites that emerge in the original allotment round, provided that the second language service represents the second highest CVALEP group for that poll site and has a minimum of 200 CVALEP. The resulting proportionality may vary from the original percent share for each program eligible CVALEP group but will not reduce services from the initial allotment round for any language group.

12. Utilization. The Commission shall review the utilization of poll sites after each election and report on utilization on an annual basis. The Commission shall consider utilization data in preserving services or reallocating resources from under-utilized sites under the following circumstances: In the event that application of the methodology results in a well utilized site being dropped from the list of sites to be served for any particular election, the Commission shall consider retaining such sites based on available resources. In addition, it may consider reallocating resources from another poll site either within the same language or from another language when a particular poll site has been served over three general elections with zero or minimal utilization across all three general elections.

13. Construction. The decision of the chair shall be conclusive on all questions of construction of these procedures.

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