

Fiscal Note

State of Alaska
2025 Legislative Session

Bill Version: HB 104
Fiscal Note Number: _____
() Publish Date: _____

Identifier: HB104-DOA-SSOA-03-07-2025
Title: ADDRESS CONFIDENTIALITY PROGRAM
Sponsor: MEARS
Requester: (H) State Affairs

Department: Department of Administration
Appropriation: Shared Services of Alaska
Allocation: Print Services
OMB Component Number: 2333

Expenditures/Revenues

Note: Amounts do not include inflation unless otherwise noted below.

(Thousands of Dollars)

| | FY2026 Appropriation Requested | Included in Governor's FY2026 Request | Out-Year Cost Estimates | | | | |
|------------------------|--------------------------------------|------------------------------------------------|-------------------------|--------------|--------------|--------------|--------------|
| OPERATING EXPENDITURES | FY 2026 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 |
| Personal Services | 169.5 | | 169.5 | 169.5 | 169.5 | 169.5 | 169.5 |
| Travel | 3.0 | | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| Services | 25.3 | | 30.9 | 34.6 | 38.3 | 41.9 | 45.6 |
| Commodities | 5.3 | | 3.4 | 4.2 | 4.9 | 5.6 | 6.3 |
| Capital Outlay | | | | | | | |
| Grants & Benefits | | | | | | | |
| Miscellaneous | | | | | | | |
| Total Operating | 203.1 | 0.0 | 206.8 | 211.3 | 215.7 | 220.0 | 224.4 |

Fund Source (Operating Only)

| | | | | | | | |
|---------------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|
| 1004 Gen Fund (UGF) | 203.1 | | 206.8 | 211.3 | 215.7 | 220.0 | 224.4 |
| Total | 203.1 | 0.0 | 206.8 | 211.3 | 215.7 | 220.0 | 224.4 |

Positions

| | | | | | | | |
|-----------|-----|--|-----|-----|-----|-----|-----|
| Full-time | 1.0 | | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Part-time | | | | | | | |
| Temporary | | | | | | | |

Change in Revenues

| | | | | | | | |
|--------------|------------|------------|------------|------------|------------|------------|------------|
| None | | | | | | | |
| Total | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

Estimated SUPPLEMENTAL (FY2025) cost: 0.0 (separate supplemental appropriation required)

Estimated CAPITAL (FY2026) cost: 0.0 (separate capital appropriation required)

Does the bill create or modify a new fund or account? No
(Supplemental/Capital/New Fund - discuss reasons and fund source(s) in analysis section)

ASSOCIATED REGULATIONS

Does the bill direct, or will the bill result in, regulation changes adopted by your agency? Yes
If yes, by what date are the regulations to be adopted, amended or repealed? 01/01/26

Why this fiscal note differs from previous version/comments:

Initial version, not applicable.

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Agency: Department of Administration
Phone: (907)465-1311
Date: 03/07/2025
Date: 03/07/25

FISCAL NOTE ANALYSIS

STATE OF ALASKA
2025 LEGISLATIVE SESSION

BILL NO. HB 104

Analysis

Background:

This bill protects victims of qualifying crimes, correctional officers, and peace officers by providing a substitute mailing address and mail forwarding service.

The bill provides authority for the Department of Administration, Division of Shared Services' Print Services section to immediately adopt regulations and implement the Address Confidentiality Program effective January 1, 2026.

Staff would (1) administer the new program; (2) adopt regulations for participants to enroll or withdraw from the program; (3) coordinate and collaborate with agencies and organizations; (4) obtain a Post Office Box as a substitute mailing address; (5) procure, populate, and maintain a confidential database storing participant information; and (6) receive, sort, and forward mail to participants.

Implementation Cost:

Personal Services:

Hire a Business Services Project Manager 2 to operate the Address Confidentiality Program. The core responsibilities of this role include:

- Researching and analyzing the interrelationships of state and federal laws, regulations, and policies to ensure compliance and understanding of stakeholder interrelationships.
- Developing program regulations, application processes, and operating procedures.
- Conducting day-to-day operations such as enrolling participants, forwarding mail, responding to inquiries, and updating application profiles.
- Designing and creating program materials including handbooks, brochures, presentations, and reports.
- Collaborating with and providing training to community organizations, law enforcement agencies, and other stakeholders to increase program awareness.
- Coordinating with the Office of Information Technology and the data team in the Division of Shared Services to develop a server platform and manage confidential data.

Travel:

An annual trip to attend the National Association of Confidential Address Programs' (NACAP) 3-day conference. This trip will provide the opportunity to learn best practices, improve efficiency, and enhance service delivery for program participants. Travel expenses will cover the conference fee, out-of-state airfare, lodging, meals, and surface transportation.

Contractual Services:

The fiscal projection estimates 50 participants in the first year, with an additional 50 participants enrolling annually, reaching a total of 300 participants by the sixth year. Generally, participants are victims of violent crimes under a protective order or household members. The budget accounts for the inclusion of peace officers and correctional officers as participants. Each participant is expected to receive five pieces of mail per month (60 pieces annually). Program costs include first-class postage (\$0.73 per piece) and mail courier support costs. These services cover picking up incoming mail from the USPS, sorting outgoing mail, using meters to affix postage, and delivery to USPS. For the first year, mail-related expenses are prorated for a half-year, given the anticipated January implementation. Additional expenses include support line services provided to State employees, the cost of office space in the Juneau State Office Building, and the annual cost of hosting a secure server.

Commodities:

Initial start-up expenses include the purchase of a mailing label machine (\$200) and an ID card maker (\$2,400) to create participant ID cards, which will include their substitute mailing address, enrollment expiration date, relevant Alaska statutes, and program contact details. Annual operating supplies (\$2,000) will cover paper, toner, and ink cartridges, with additional costs for mailing labels and envelopes (\$24 per 100 mailings) to accommodate the expected mail volume.