

Fiscal Note

State of Alaska
2025 Legislative Session

Bill Version:	CSHB 104(STA)
Fiscal Note Number:	1
(H) Publish Date:	4/23/2025

Identifier: HB104-DOA-SSOA-04-10-2025
 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					
			FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
OPERATING EXPENDITURES								
Personal Services	297.1		297.1	297.1	297.1	297.1	297.1	297.1
Travel	3.0		3.0	3.0	3.0	3.0	3.0	3.0
Services	112.8		81.1	84.8	88.5	92.2	95.9	95.9
Commodities	10.6		8.5	9.2	9.9	10.6	11.4	11.4
Capital Outlay								
Grants & Benefits								
Miscellaneous								
Total Operating	423.5	0.0	389.7	394.1	398.5	402.9	407.4	407.4

Fund Source (Operating Only)

1004 Gen Fund (UGF)	423.5		389.7	394.1	398.5	402.9	407.4
Total	423.5	0.0	389.7	394.1	398.5	402.9	407.4

Positions

Full-time	2.0		2.0	2.0	2.0	2.0	2.0
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 If yes, by what date are the regulations to be adopted, amended or repealed? 01/01/26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:

Personal services, services, and commodities were increased to align with a projected increase in eligible participants due to the inclusion of correctional officers and peace officers, which is unique compared to address confidentiality programs in many other states.

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Division:	Shared Services of Alaska	Date:	04/10/2025
Approved By:	Michelle Vuille, Division Operations Manager	Date:	04/10/2025
Agency:	Department of Administration		

FISCAL NOTE ANALYSIS

STATE OF ALASKA
2025 LEGISLATIVE SESSION

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:

The Department intends to hire a Business Services Project Manager 2 and an Administrative Officer 1 to operate the Address Confidentiality Program. The core responsibilities of these roles 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 division's data team 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 400 participants in the first year, with an additional 50 participants enrolling annually, reaching a total of 650 participants by the sixth year. Participants include adult victims of violent crimes or a parent or legal guardian if the victim is a minor or an incapacitated person. Additionally, participants include peace officers and correctional officers. 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 the development of a secure database, hosting of a secure server, support line services provided to State employees and the cost of office space in the Juneau State Office Building.

Commodities:

Initial start-up expenses include the purchase of two mailing label machines (\$200*2) and one 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.

As the Address Confidentiality Program expands to serve more participants, the associated operating costs are expected to increase.