



MURIEL BOWSER
MAYOR

December 15, 2021

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

I am pleased to transmit to the Committee on the Judiciary and Public Safety the Fiscal Year 2021 Annual Report of the Address Confidentiality Program (ACP), prepared by the Office of Victim Services and Justice Grants pursuant to section 111 of the Address Confidentiality Act, effective July 3, 2018 (D.C. Law 22-118; D.C. Official Code § 4-555.11).

The report summarizes the work undertaken by the Address Confidentiality Program from October 1, 2020 through September 30, 2021, describes the launch of the program, outreach and training, application assistants, and the ACP case tracking system.

If you have any questions regarding the report, please contact Michelle Garcia, Director of the Office of Victim Services and Justice Grants, at 202-724-7216, or by email at michelle.garcia@dc.gov.

Sincerely,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser

Enclosure

Cc: The Honorable Charles Allen
Chairperson, Committee on the Judiciary and Public Safety



ADDRESS
CONFIDENTIALITY
PROGRAM

Address Confidentiality Program Fiscal Year 2021 Annual Report

The Address Confidentiality Program (ACP), administered by the Office of Victim Services and Justice Grants (OVSJG), provides a substitute address and mail forwarding to eligible victims of domestic violence, sexual assault, stalking, and human trafficking; employees and volunteers of organizations that primarily serve eligible victims; and employees and volunteers of reproductive health organizations. This program is intended to help protect participants who fear for their safety by removing their address information from District government agency public records.

This report, required by section 111 of the Address Confidentiality Program Act of 2018 (D.C. Law 22-118; D.C. Official Code § 4-555.11) (the “ACP Act”), details program activity between October 1, 2020, and September 30, 2021.

Launch

The ACP officially launched and began accepting applications on December 21, 2020. Between December 21, 2020 and September 30, 2021, 29 applications were received, 27 were approved, zero were declined, and two were pending. The 27 participants were all approved as victims of a covered offense.

The average turnaround time from submission of a completed application to a determination being made by OVSJG has been three days, although program policy allows for ten business days to process, vet, and make determinations on applications.

Outreach and Training

In FY21, the ACP provided four trainings for District agencies, which reached 43 employees who received information on the ACP law, program policies and procedures, and modifications to systems that may be necessary to comply with the ACP Act.

There were eight additional trainings and informational sessions delivered to community-based victim service providers and the DC Superior Court, totaling 87 participants. Additionally, two informational sessions on the ACP and procedures for working with participants were recorded and disseminated to DC Public Schools (DCPS) and Department of Motor Vehicles (DMV) staff.

The program also sent 304 personalized mailings including an informational flier in English and Spanish and an ACP sticker with program information to dentists, reproductive health care facilities, and doctors in the District, requesting that they post information about the program in their waiting rooms.

Application Assistants

In FY21, training and an enhanced application allowing for easier submission was created for potential Application Assistants. Twelve trainings were held and attended by 30 Application Assistants.

Additionally, materials were created to expand knowledge for the Application Assistants and to answer common questions or issues that were becoming trends. These resources included:

- a Frequently Asked Questions (FAQ) document for Application Assistants,
- a document to help applicants better prepare for the meeting with the Application Assistant (available in English and Spanish),
- an online interactive training to aid Application Assistants in recertification for an additional two years, and
- quarterly newsletters to inform Application Assistants of program updates, trends, laws, and other helpful tips.

The application was translated into Spanish. All materials will be translated into the six primary languages spoken in DC in FY 2022 (Spanish, French, Korean, Chinese, Vietnamese and Amharic).

Program materials and additional information can be viewed on the ACP webpage at <https://ovsjg.dc.gov/acp>.

Case Tracking System

OVSJG partnered with the Office of the Chief Technology Officer (OCTO) to develop a database to track program applications and participants that went live at the end of September 2021. The database maintains confidential program data in a secure and organized manner.