



MURIEL BOWSER
MAYOR

April 26, 2021

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 506
Washington, D.C. 20004

Dear Chairman Mendelson:

I am pleased to transmit to the Committee on the Judiciary and Public Safety the 2020 Annual Report of the Address Confidentiality Program (ACP), provided pursuant to D.C. Official Code § 4-555.11.

The report summarizes the work undertaken by the Address Confidentiality Program from October 1, 2019 through September 30, 2020, describes updates in the rules and regulations to implement in the ACP, agreements with other District Agencies, and program materials developed to aid in the launch of the ACP in FY21.

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 (ACP)
Fiscal Year 2020 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.

The program was officially launched in December 2020. This report, required by D.C. Official Code § 4–555.11, details program activity between October 1, 2019 and September 30, 2020.

Rules and Regulations

Per the statute establishing the ACP, OVSJG issued rules to implement provisions of the statute. [Final rules and regulations](#) were published on January 10, 2020.

Memoranda of Understanding

To implement the program, Memorandums of Understanding (MOU) were required between OVSJG and other District agencies. MOUs are drafted or executed with the following agencies:

- Department of General Services – for mail services;
- Department of Motor Vehicles – to facilitate ACP participant’s use of the substitute address on driver license and identification cards;
- DC Public Schools – to define a process for residency verification and school transfers; and
- Metropolitan Police Department – to define processes for submitting a request for a participant’s actual address and to protect participant addresses within MPD’s information systems.

Additionally, OVSJG and the Office of the Chief Technology Officer have been working to develop the database to track confidential participant information.

Program Materials

Materials necessary for the launch of the program were developed, including materials for District agencies detailing the requirements of the program and how to support an ACP participant; a flyer for potential applicants providing information about the program and the eligibility requirements; the form for applicants to complete; a guide for new participants that provides information and recommendations on how the program can best serve them; and the ACP Authorization Card that includes the expiration date, the substitute address, and a participant’s certification number.

For Application Assistants (AA), who work with interested individuals to assess their eligibility and complete and submit an application, a manual was developed along with application

instructions that can be viewed simultaneously while completing the application. This supportive document was created to provide guidance in real time to Application Assistants working with clients on the application. A training for Application Assistants was also developed and launched in FY 2021.

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