

**Expected Process for the Department of Transportation & Public Facilities (DOT&PF) to accept third-party donations and placing AS 35.40 infrastructure naming signage:**

**Step 1:** Legislator introduces a piece of naming legislation for consideration. Language of bill would indicate generally (unnamed) or specifically (named) third-party that would be responsible for collection and transmittal of lump-sum, one-time funds for signage, upon passage and enactment, to DOT&PF. Alternately, the donor could provide a gift in the form of the materials necessary to fulfill the legislative requirements if those materials are created according to all local, state, and federal laws and regulations applicable. Those specifics would be supplied to the third-party donor by DOT&PF staff if requested at the time of designation and agreed to at the time of signing a memorandum of understanding (MOU).

**Step 2:** As with any legislation introduced with budget impacts, a fiscal note would be prepared before the bill is reported from the committee of first committee referral (per AS 24.08.035) that would show an estimate for signage as required by the bill and authorization requested in the form of statutorily designated program receipts (SDPR). That allows DOT&PF to add authorization for collection and expenditure of the amount necessary to fulfill the legislation intent. NOTE: If the infrastructure to be named by this bill is yet to be constructed, has an anticipated project that involves signage, or designates that signage will be placed when the next project occurs on that infrastructure, that fiscal note would reflect that distinction.

**Step 3:** Upon passage and enactment of the naming bill, the DOT&PF and third-party would sign an MOU to establish and clarify the options and requirements of gift or donation of funds to be collected by the third-party and delivered, in their entirety, to the designated contact at DOT&PF to fulfill legislative direction from the bill. Materials would be produced, unless materials were provided by the third-party per specifications, and installation of materials would move forward at the earliest possible opportunity with due consideration of bill signing ceremonies or other schedules.

**ADDITIONAL NOTES:** If funds or materials are not provided by the third-party, no signage will be placed until such time as those funds or materials are collected. Funds collected by DOT&PF will be immediately spent on materials to accomplish the defined task per the MOU. Typically, a bridge sign takes 4-6 weeks from design to arrival with some variation depending on details and locations. Buildings and road naming can certainly take longer as the signage can be more extensive in scope and/or complexity.