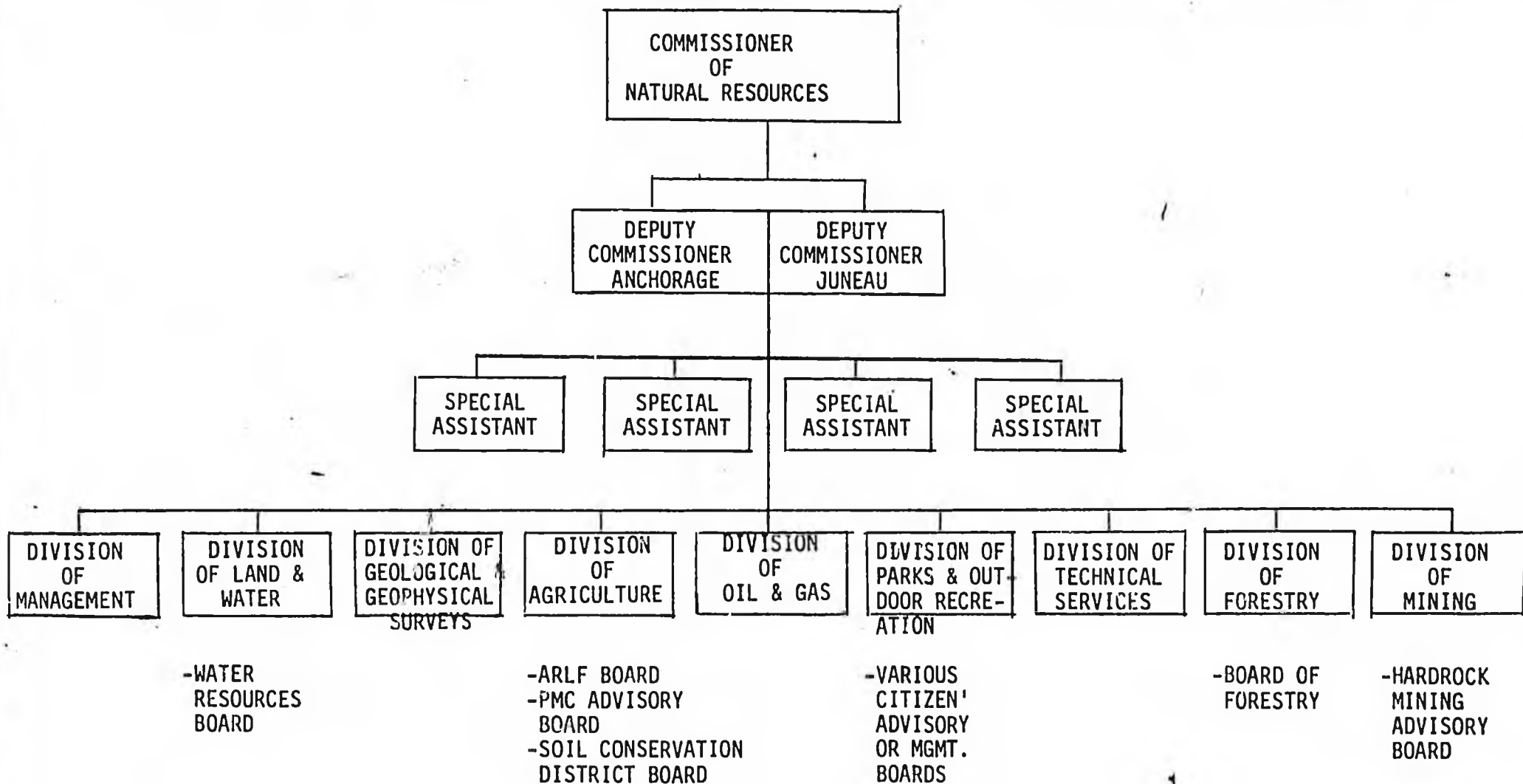


DEPT. OF

NATURAL

RESOURCES

STATE OF ALASKA
 DEPARTMENT OF NATURAL RESOURCES
 UNIT ORGANIZATION CHART



APPROVED: *Arthur C. Winnicke*
 COMMISSIONER OF NATURAL RESOURCES

Bill W. Wofford
 GOVERNOR OF ALASKA

EFFECTIVE DATE: February 1, 1984

DEPARTMENT OF NATURAL RESOURCES

Overview - January, 1964

Esther C. Wunnicke, Commissioner

Robert D. Arnold, Deputy Commissioner

James K. Barnett, Deputy Commissioner

Thomas J. Hawkins, Director, Division of Land and
Water Management

Bill Heim, Director, Division of Agriculture

John Sturgeon, Director, Division of Forestry

Neil Johannsen, Director, Division of Parks
and Outdoor Recreation

Kay Brown, Director, Division of Minerals and
Energy Management

Ross Schaff, Director, Division of Geological and
and Geophysical Surveys

James Anderson, Director, Division of Technical Services

Mary Halloran, Director, Division of Management

DEPARTMENT OF NATURAL RESOURCES
Esther C. Wunnicke, Commissioner

BASIS OF RESPONSIBILITIES

Alaska Constitution

- ° encourage settlement
- ° encourage development of resources -- consistent with public interest

AS 44.37.020

- ° administer program for conservation and development of natural resources

THE STATE'S ESTATE

- ° 77 million acres of land
- ° 33 million acres of tidelands
- ° 10 million acres of water

GOALS

- ° to meet fundamental obligations of land and water ownership
 - ° to prepare for decision-making
 - ° to help assure economic vitality and quality of life
-

ORGANIZATION/OPERATIONS

Jim Barnett
Deputy Commissioner
Anchorage

POLICY AND LEGISLATION

Bob Arnold
Deputy Commissioner
Juneau

The Department employs 879 permanent full-time persons and 251 part-time persons at 35 locations in the State.

THE DIVISION OF LAND AND WATER MANAGEMENT

Tom Hawkins, Director

The division currently has management responsibility for:

- ° 77,000,000 acres of land
 - ° tidelands along the State's 33,000 mile coastline
 - ° the waters of 164,000 river miles
 - ° 7,000 lakes
 - ° over 175 dams
-

Major Responsibilities

- ° Fulfilling, selecting and acquiring the State's remaining entitlement of 27,000,000 acres by 1994.
- ° Carrying out an integrated statewide land planning program.
- ° Resolving unauthorized use and occupancy of State land and resources.
- ° Negotiating and executing land exchanges.
- ° Determining if and when lands and surface resources should be sold or leased and the most beneficial use of lands not sold or leased.
- ° Determining the terms and stipulations for sale or lease of lands and surface resources.
- ° Adjudicating requests for easements and permits.
- ° Assisting in major project development, such as: Red Dog, Quartz Hill, Su-Hydro, gas pipeline.

Report - FY 84

- ° Worked closely with legislators on homestead program implementation.
- ° Completed departmental review of the land disposal program.
- ° Brought Bristol Bay, Tanana, Susitna Valley plan, Southeast Tideland, plans and associated resources studies near completion.
- ° Effectively increased the State's acreage entitlement by persuading then Interior Secretary Watt to discontinue the practice of charging the State for lands underlying large rivers and lakes.

- ° Promulgated overdue regulations for allocation of instream flow water rights, classification of State lands, municipal disposal grants, remote cabin permits, and general land disposals.
- ° Implemented trespass abatement policy.
- ° Increased effort on Native allotment adjudication which resulted in a reduction of protests from 1,300 to 900.
- ° During FY 83 sold or leased approximately 31,000 acres for settlement purposes, conveyed 20,000 acres to municipalities, and sold more than 32 million cubic yards of material primarily associated with North Slope development.
- ° Participated in the valuation process for the Alaska Railroad lands and discussion to resolve the transfer to the State.
- ° Reviewed department user fees (filing fees, etc.) and proposed major fee increase.

Emphasis - FY 85

- ° To actively implement the trespass abatement program.
- ° To effect permit reform.
- ° To implement the homestead program.
- ° To restructure the shore fishery lease program.
- ° To update inventory of hazardous dams and initiate inspection program.
- ° To actively participate in major resource development projects, i.e., Red Dog, Quartz Hill, Prudhoe Bay area development, Su Hydro, and Northwest Pipeline.

The Division of Land and Water Management employs 180 persons and maintains three land and water management regional offices. The Northcentral District is north of the Alaska Range and generally north of an east-west line from Norton Sound to the Alaska Range with an office in Fairbanks. The Southcentral District is located south of this line and west of Yakutat Bay with an office in Anchorage. East of Yakutat Bay is the Southeast District with the office in Juneau.

THE DIVISION OF AGRICULTURE

Bill Heim, Director

-
- ° 25,000 acres of agriculture land are currently in production.
 - ° Number of farms has increased from 290 in 1978 to 410 in 1982.
 - ° In 1982 cost receipts from farm commodities were up 15% over 1981 and up 40% over 1980.
 - ° The ARLF has 699 outstanding loans and is currently capitalized at \$63,000,000
-

Major Responsibilities

- ° Managing the Agricultural Revolving Loan Fund.
- ° Producing the only in-state supply of foundation seed for Alaska's commercial seed growers.
- ° Propagating and evaluating new plant materials for Alaska's horticultural industry and for soil erosion control projects.
- ° Providing accurate farm market information to Alaska's producers on a weekly basis.
- ° Monitoring new farm development.
- ° Assisting in the selection and design of agricultural land disposals.
- ° Inspecting certain agricultural products and facilities.

Report - FY 84

- ° Implemented the grain reserve program.
- ° Assisted in the reorganization of the Soil and Water Conservation Districts.
- ° Essentially completed new regulations for the ARLF.
- ° Initiated the potato disease project in cooperation with the Agricultural Experiment Station. Will distribute over 4,000 lbs. of disease-free potato seed for crop year 1984.

Emphasis - FY 85

- ° To bring more acres now in private ownership into production.
- ° To strengthen the division's marketing activities.

The Division of Agriculture employs 43 persons including seasonal positions. The director is located in Wasilla with other offices in Palmer, Anchorage, Delta Junction and Fairbanks.

THE DIVISION OF FORESTRY

John L. Sturgeon, State Forester, Director

- ° The division manages 1.8 million acres of State land in two State Forests designated by the Alaska Legislature.
 - ° Almost 3.5 million acres of State land are classified for forestry.
 - ° The State's fire protection responsibilities have grown to 78 million acres, and are rapidly increasing.
-

Major Responsibilities

- ° Suppressing fires on State, federal and private lands.
- ° Managing timber on State lands.
- ° Providing forestry assistance to the public.

Report - FY 84

- ° Implemented Tanana Valley State Forest legislation.
- ° Realized a savings of approximately \$1 million on the Munson Creek fire northeast of Fairbanks through implementation of new fire plans.
- ° Sold the 49 NMBF Icy Bay II timber for \$6 million.
- ° Completed State's first permanent tree nursery capable of producing 600,000 seedlings a year.
- ° Assumed fire suppression responsibility in Tok and Nenana on an additional 9.5 million acres.

Emphasis - FY 85

- ° To complete a report on the potential of the forest products industry in Alaska and based on the findings of the report, to make recommendations for achieving that potential.
- ° To assume fire protection responsibility of 70 million acres in McGrath area.

- ° To introduce legislation to clarify the State's fire suppression responsibility to state that protection will be commensurate with values at risk.
- ° To complete fire plans statewide which should reduce overall suppression cost to the State.

The Division of Forestry has 230 employees at 14 locations from Ketchikan to Fairbanks.

THE DIVISION OF PARKS AND OUTDOOR RECREATION

Neil Johannsen, Director

-
- ° The park system includes over 3.0 - 3.5 million acres in 100 units.
 - ° The State parks had 4 million visitors in 1983.
-

Major Responsibilities

- ° Managing the Alaska State Park System.
- ° Administering recreation and historic preservation grants to local governments.
- ° Administering the Alaska Conservation Corps (youth employment).

Report - FY 84

- ° Implemented legislation which established 13 marine parks.
- ° Completed 152 new campsites, 72 picnic sites, 8 miles of road and 357 parking spaces.
- ° Established the Alaska Conservation Corps and Volunteers-in-Parks program.
- ° Initiated a marketing program to redistribute visitors from heavily used units to lesser used units.
- ° Developed Mission 66, a policy document for the division.

Emphasis - FY 85

- ° To rehabilitate worn out facilities.
- ° To develop greater economic efficiencies in operation
- ° To initiate revenues through concessions and reasonable fees.
- ° To institute the Kenai River management project.

The Division of Parks employs about 135 persons, including seasonal, in 19 locations statewide.

DIVISION OF MINERALS AND ENERGY MANAGEMENT

Kay Brown, Director

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- ° Overall, State oil and gas leases generated approximately 85% of State revenues in FY 83:
 - ° \$ 48,371,542 in bonus payments
 - 4,615,479 in lease rentals
 - 1,506,491,616 in royalty revenue
 - 1,882,500,000 in production taxes
 - ° 4,205,219 acres of State land currently under lease for oil and gas exploration and production, including 1,277,937 acres in net profit share leases.
 - ° 54 coal leases on State land totalling 103,938 acres. \$72,792 in rentals and \$71,973 in royalty payments collected in 1983.
 - ° Annual production of approximately 800,000 tons of coal -- used 100% in State.
 - ° Approximately 50,000 active mining claims and leasehold locations on State land.
 - ° Approximately 150 placer mines in production on State land.
-

Major Responsibilities

- ° Evaluating approximately 14 million acres of State land proposed for leasing through FY 89 for oil and gas potential.
- ° Preparing for and conducting three or more oil and gas lease sales a year.
- ° Assuring lessee compliance with terms and conditions of oil and gas leases and unit agreement contracts.
- ° Assuring timely and correct receipt of payments due the State from the sale of its royalty in-value oil and gas and its share of federal receipts from production on federal leases, and from net profit share leases.
- ° Conducting the State's coal prospecting permit and leasing program.
- ° Administering 50,000 active mining claims and leasehold locations on State land.
- ° Administering the State's offshore prospecting permit and leasing system for deposits of locatable minerals on offshore tide and submerged lands.

- ° Providing assistance to miners in permitting and permit compliance through the Department's participation in the State's Tri-Agency Placer Mining Program.
- ° Administering the State's geothermal drilling safety and conservation law.

Report - FY 84

- ° One lease sale was conducted in September 1983 in Cook Inlet (Sale 40), resulting in high bonus bids of \$3,177,128.26 and the leasing of an additional 440,354.88 acres of State land for oil and gas development.
- ° Two North Slope sales are scheduled for May 1984 (Sales 43 and 43A). Both are comprised primarily of Beaufort Sea acreage. A Minchumina Basin Sale (Sale 42) originally scheduled for January 1984 may be held at the same time if sufficient industry interest in this sale is indicated.
- ° Procedures to hold a competitive coal lease sale in the Matanuska Valley in the fall of 1984 have been initiated.
- ° The process leading to issuance of the State's first surface mining permit for the Usibelli Mine at Healy is proceeding.
- ° The first issuance of offshore prospecting permits since 1975 in a noncompetitive disposal of acreage in Cook Inlet is scheduled for late FY 84.

Emphasis - FY 85

- ° To increase monitoring and enforcement of lease stipulations and terms through the establishment of a petroleum engineer position in the Fairbanks office.
 - ° To fully implement permit reform.
 - ° To conduct competitive royalty oil sale.
 - ° To effect full autonomy for the new Division of Mining.
 - ° To administer reclamation of four to six abandoned coal mined sites.
-
- ° The division employs 78 persons--one in Juneau, two in Fairbanks and 75 in Anchorage.
-

THE DIVISION OF GEOLOGICAL AND GEOPHYSICAL SURVEYS

Ross G. Schaff, Director

The division

- ° Prepares geological and geophysical analyses for 4 oil/gas lease sales/year.
 - ° Processes 25,000 mining claim documents/year.
 - ° Performs 500 public assays/year.
 - ° Determines 60,000 chemical analyses/year.
 - ° Distributes 40-50,000 publications/year.
 - ° Maintains statewide inventory of all water-well logs.
-

Major Responsibilities

- ° Collecting resource data for use by DNR and other agencies.
- ° Interpreting and analyzing resource data.
- ° Preparing and disseminating resource information for professional use and public consumption.

Report - FY 84

- ° Produced first oil/gas basins map of Alaska at 1:1,250,000 scale.
- ° Produced first geothermal potential map of Alaska at 1:1,250,000 scale.
- ° Added a computer system for geochemical modeling to existing computer systems for geoprocessing and seismic data interpretation.
- ° Completed Alaska NW coal exploration program, will complete Susitna Coal Field Atlas; completed coal field investigations of St. Lawrence Island; initiated study of Matanuska coal field; completed drilling program at Chicago Creek and Cape Beaufort areas.
- ° Accomplished timber surveys at Haines, Tanana, Yakataga, and soil surveys at Yentna, Fox River, Mulchitna, Nenana, Healy, Tok, Copper River Basin (with SCS).
- ° Seismic data interpretation and subsurface geology completed for oil/gas lease sales 41, 42, 46.
- ° Revised 5-year water data collection plan in cooperation with USGS.
- ° Completed resource appraisals for Kantishna Hills, Dunkel Mines, Bristol Bay Basin and Cook Inlet.

Emphasis - FY 85

- ° To bring into operation a core-storage facility at Eagle River.
- ° To produce at 1:1,250,000 summary resource maps for coal and minerals.
- ° To complete modeling of all Alaska stream flow data.
- ° To compile and digitize 11 additional data sets at 1:250,000 for geoprocessing.
- ° To complete geological and geophysical evaluations for lease sales 45, 46, 47, 48.
- ° To continue improving the status of geologic mapping in Alaska.

The division employs 110 personnel and 40 student interns at 5 locations in the State.

THE DIVISION OF TECHNICAL SERVICES

Jim Anderson, Director

-
- ° There are approximately 8,500 (7,439 active) title/acquisition case files held by the division.
 - ° Title transactions, recorded by DTS, have increased by at least 50% since 1975, with 14 Recording Offices and 34 Recording Districts.
 - ° The division files approximately 500 plats per year, including State land disposals, and holds about 3,000 survey plats and 10,000 status plats.
-

Major Responsibilities

- ° Processing and recording all real and personal property transactions in Alaska.
- ° Providing accurate, up-to-date land records information for all State-owned lands and waters.
- ° Surveying and engineering for State lands.
- ° Defending State title against federal surface claims.
- ° Designating offshore boundaries which defines State coastal ownership.

Report - FY 84

- ° Automated lands recordkeeping for much of the Department, and entered large amounts of historical data.
- ° Managed approximately 25% more title documents than in FY 83.
- ° Updated 30-year-old nautical charts of the Beaufort Sea coastline.
- ° Supported Alaska Railroad Transfer Team with cadastral survey and land title services.
- ° Developed long-range resource information management plan for the Department.
- ° Transferred leased lands to the University per agreement.

Emphasis - FY 85

- ° To augment the State's automated land records system for both land administration and land status mapping.
- ° To improve efficiencies of State Recorders' Offices and provide the public with current and accurate title information.

The Division of Technical Services has 187 employees, and its headquarters are in the Frontier Building, Anchorage.

DIVISION OF MANAGEMENT

Mary Halloran, Director

The Division of Management

- ° Monitors 270 operating accounts, 140 special project accounts, and 285 capital accounts with current authorization of more than \$129 million.
 - ° Is responsible for collection of \$1.6 billion in unrestricted receipts from oil, land, gravel and other sales.
 - ° Handles individualized account, billing and auditing procedures for 7 special State funds, general fund, about 30 different interagency and program receipt sources, and 26 different federal fund sources.
 - ° Handles more than 15,000 land disposal and other sales contracts.
-

Major Responsibilities

- ° Cost-effective direction, administration & coordination of DNR's fiscal, personnel and accounting network.
- ° Budget preparation and implementation.
- ° Fiscal management and oversight.
- ° Revenue accounting and billing for all contracts for natural resource use/ownership.
- ° Personnel and payroll for entire Department.
- ° Administrative activities (mail, switchboard, supply, equipment, space leases).

Report - FY 84

- ° Simplified the budget structure within the confines of the project budgeting system.
- ° Established regular deputy director meetings to coordinate Department budget, fiscal, administrative and personnel work.
- ° Reduced vendor payment period to less than 30 days.
- ° Established layoff procedures and instituted hiring "freeze."
- ° Substituted more cost efficient mail delivery between Anchorage and Fairbanks.

- ° Established guidelines for receipt and administration of designated grants.
- ° Offered first training session for Department staff in nonpersonnel areas.
- ° With OMB, successfully streamlined revised program procedures.
- ° Successfully negotiated a lower risk management assessment associated with surveying contracts.
- ° Resolved many long pending labor grievances.
- ° Initiated a contract to reduce long distance telephone costs.

Emphasis - FY 85

- ° To develop revenue and billing computer system.
- ° To examine the Highway Working Capital Fund costs.
- ° To consolidate DNR offices in Anchorage and in Fairbanks.
- ° To continue to monitor fiscal and personnel actions for compliance with statutory and procedural requirements.
- ° To participate in State classification study led by Department of Administration.
- ° To adopt formal training policy and appropriate allocation of funds for implementation.
- ° To clarify overtime payment standards for firefighters.

The Division of Management employs 47 people in two locations, Anchorage and Juneau.

DEPARTMENT OF NATURAL RESOURCES

State Land Disposal Orders

FY-83

PROCEDURAL ORDER (D.O. 82-22)

Land Availability Determination System (LADS)

Year I - Identification/Classification

Project Identification
Interagency Review
Courtesy Notice
Public Meetings
Conflict Mitigation
Preliminary Decisions
Legal & Courtesy Notice
Classification Action

Year II - Project Development

Site Evaluation/Feasibility Studies
Master Planning
Survey & Platting
Final Findings

Year III - Sale

Legal Notice
State Land Update - . . . yer
Brochure
Filing Period
Lotteries
Over-The-Counter Sales (Continuous)
Open Staking
Contracts/Permits/Leases

POLICY ORDER - UPDATED YEARLY

FY-83 ORDER (D.O. 83-17)

Specific Disposal Targets

- Identify 67,000 net acres for FY-85
- Develop 67,000 net acres for FY-84
- Offer 60,000 net new acres in FY-83
- Return all previously offered projects to over-the-counter inventory in FY-83
- Minimum 15,000+ acres small Ag annually
- Target 7/1/85 for minimum over the counter:
 - A. Remote Parcel - 150,000 net stakable
 - B. Subdivision - 20,000 net acres
- Pursue Homestead Legislation

General Disposal Policies

- Improve Quality
- Emphasize Accessible Areas
- Remote Areas - Restricted to Community Expansion & Development Areas & Limited Recreation
- Encourage Capital Improvement Funding for Municipalities/State
- Pursue Inventory Replacement/Over-The-Counter Program
- Other Policies



STATE LAND DISPOSAL FACTS

CAN STATE LAND BE PURCHASED BY THE PUBLIC?

Yes. The Alaska Department of Natural Resources regularly schedules land sales twice a year. These disposals generally include: 1) subdivision lots and agricultural parcels in the lottery program; 2) low-cost land for the purpose of building a permanent home (limited to one parcel per household) in the homesite program; and 3) unplatted remote acreage for lease and optional purchase in the remote parcel program.

After each land disposal, unawarded parcels are made available over the counter on a first-come, first-served basis, under the same terms and conditions as the original offering.

Other auctions and lotteries — in most cases involving the sale of special agricultural projects or miscellaneous parcels — are usually held several times a year.

DOES THE STATE OF ALASKA HAVE A HOMESTEADING PROGRAM AT THIS TIME?

No.

WHO CAN TAKE PART IN STATE LAND SALES?

All applicants must be at least 18 years old. Residents who have lived in the state at least one year immediately prior to a disposal may apply for lottery and remote parcels. Applicants in the homesite program must have resided in the state three years immediately prior to a disposal or must have accumulated a total of 20 years residency and currently be living in Alaska. Residency requirements for large agricultural projects vary. Non-residents may participate in auctions.

WHERE CAN I APPLY?

Applications are accepted at all Division of Land and Water Management district and area offices. See the reverse side of this fact sheet for addresses and telephone numbers.

HOW MUCH DOES STATE LAND COST?

In most cases land is sold at fair market value. However, homesites may be acquired for the surveying and platting costs. Parcels disposed of by auction go to the highest bidder, with the appraised value serving as a minimum bid. The sales brochure will include specific pricing information.

Discounts based on the number of years of Alaska residency are available. Please note that discounts do not apply to the homesite program.

WHAT ARE THE TERMS OF PAYMENT?

If the amount to be paid to the state is \$1,000 or less, it must be paid in a lump sum at the time of purchase. Contracts may

be arranged for amounts exceeding \$1,000. Terms include a down payment of 5 percent (plus fees when applicable) and installment payments with interest for a period of up to 20 years.

DOES THE STATE PROVIDE ACCESS TO LAND OFFERED IN ITS PROGRAMS?

Legal access exists to all state disposal offerings via existing roads, section-line easements, platted rights of way, trails, lakes, or rivers. Information regarding legal access to a parcel may be obtained at the district office for the area in which the parcel is located. The state has no obligation to construct roads to any parcel.

DOES ALASKA HAVE "SQUATTERS' RIGHTS"?

No. Building a cabin on state land without a permit or lease is trespassing and subject to legal or administrative action. Permits for authorized uses may be applied for at the district office.

HOW CAN I FIND OUT MORE ABOUT THE STATE'S LAND DISPOSAL PROGRAMS?

Two publications are issued to inform the public of each regularly scheduled disposal: 1) the State Land Update, which gives a brief description of locations to be offered, and 2) a detailed sales brochure. The update is mailed automatically to state residents who are on the "Land for Alaskans" mailing list (one copy per household, please). Since the update describes land that is being disposed of under programs that require Alaska residency and is thus of little benefit to non-residents, the mailing list is limited to residents of the state.

The sales brochure gives information on program requirements, procedures, conditions, parcel locations, access, and prices. Copies can be picked up at no charge at district and area offices and at numerous other distribution points throughout the state during the disposal filing period. They are large and costly to mail and, therefore, are not mailed automatically. You may, however, receive a copy by mail if you submit with your request \$3 to cover postage costs.

No mailing lists are maintained for the irregularly held auctions and lotteries, but they are advertised throughout the state.

If you have additional questions about state land disposals in Alaska, or about other programs offered by the Department of Natural Resources, call the information counters at the district offices.



DNR Land Disposal Programs

DISPOSAL PROGRAM	PARCEL SIZE	PRICE TO PURCHASER	TERMS	FREQUENCY OF PARTICIPATION	METHOD OF DETERMINING WINNER	OVER THE COUNTER	APPLICANT QUALIFICATIONS		ON SITE REQUIREMENTS FOR TITLE	
							AGE	AK. RESID.		
LOTTERY	ANY	APPRAISED FAIR MARKET VALUE	5% DEPOSIT. MAXIMUM 20 YEAR PAYOFF	1 PER 8 YEARS EXCEPT FOR SALE BY LOTTERY OF PLANNED AGR. PROJECTS	LOTTERY	APPLIES TO REMAINING PARCELS	18	1 YEAR	NONE	• LAND DISCOUNT APPLICABLE (EXCEPT FOR COMMERCIAL OR INDUSTRIAL PARCELS)
AUCTION SALE	ANY	BID PRICE (MINIMUM BID: APPRAISED VALUE)	5% DEPOSIT. 20 YEAR PAYOFF	1 PARCEL PER AUCTION	HIGH BID AT PUBLIC AUCTION	APPLIES TO REMAINING PARCELS	18	NONE	NONE	LAND DISCOUNT APPLICABLE (EXCEPT FOR COMMERCIAL OR INDUSTRIAL PARCELS)
HOMESITE	GENERALLY 5 ACRES OR LESS	SURVEY AND PLATTING COSTS ONLY	PAYMENTS SPECIFIED BY CONTRACT	1 IN A LIFE-TIME PER HOUSEHOLD	LOTTERY	APPLIES TO REMAINING PARCELS	18	3 YEARS IMMEDIATE PRIOR OR RESID. W/ 20 YEARS CUMMUL.	CONSTRUCT DWELLING. WITHIN 5 YEARS. OCCUPY LAND 35 MONTHS IN 7 YEARS	ENTRY PERMIT NON ASSIGNABLE
REMOTE PARCEL	MAXIMUM 40 ACRES	APPRAISED FAIR MARKET VALUE AS OF DATE OF LEASE	LEASE: \$10 PER ACRE PURCHASE. 5% DOWN 20-YEAR PAYOFF	1 PER 8 YEARS	UNLIMITED: FIRST-COME, FIRST-SERVED BASIS	LIMITED: DRAWING	18	1 YEAR	STAKE CORNERS, BRUSH LINES AND SURVEY PARCEL	• LEASE CANNOT BE ASSIGNED, CONVEYED OR OTHERWISE TRANSFERRED • LAND MAY NOT BE SOLD, LEASED CONVEYED OR SUBDIVIDED FOR 10 YEARS FROM DATE OF SALE CONTRACT • LAND DISCOUNT APPLICABLE
LEASE	ANY	% OF APPRAISED VALUE OR HIGH BID	PAYMENTS SPECIFIED BY CONTRACT	1 PARCEL PER AUCTION	HIGH BID AT PUBLIC AUCTION	APPLIES TO REMAINING PARCELS	18	NONE	NONE	DEVELOPMENT PLAN FOR COMMERCIAL/INDUSTRIAL USE REQUIRED
AGRICULTURAL INTEREST	ANY	APPRAISED VALUE OR HIGH BID	SEE LOTTERY OR AUCTION TERMS	1 PER 8 YEARS	BY LOTTERY OR HIGH BID AT PUBLIC AUCTION	APPLIES TO LOTTERY. MAY APPLY TO AUCTION	18	1 YEAR	• A FARM DEVELOPMENT PLAN MAY BE REQUIRED • A FARM CONSERVATION PLAN IS REQUIRED	• MAY REQUIRE PRE QUALIFICATION • RECEIVES AGR INTEREST ONLY • LAND DISCOUNT APPLICABLE

Southcentral District Office

Frontier Building, 10th Floor
3601 C Street
Pouch 7-005
Anchorage, Alaska 99510
(907) 276-2653

Mat-Su Area Office
Century Plaza, Suite 202
Mile .5 Knik Road
Pouch 4008
Wasilla, Alaska 99687
(907) 376-4595

Kenai Peninsula Area Office
Mile 92 Sterling Highway
P.O. Box 1130
Soldotna, Alaska 99669
(907) 262-4124

Southeastern District Office

Marine View Apartments, Room 407
230 S. Franklin Street
Juneau, Alaska 99801
(907) 465-3400

Haines Area Office
Gateway Building, 2nd Floor
P.O. Box 263
Haines, Alaska 99827
(907) 766-2120

Ketchikan Office
State Office Building, Room 205
P.O. Box 7438
Ketchikan, Alaska 99901
(907) 225-4181

Northcentral District Office

4420 Airport Way
Fairbanks, Alaska 99701
(907) 479-2243

Delta Area Office
Mile 267.5 Richardson Highway
P.O. Box 1149
Delta Junction, Alaska 99737
(907) 895-4226

* THIS CHART CONTAINS GENERAL REQUIREMENTS ONLY; IT DOES NOT LIST ALL CONDITIONS OR EXCEPTIONS. AS THE INFORMATION GIVEN HERE IS SUBJECT TO CHANGE AND MAY VARY IN SPECIFIC SALES, ALWAYS REVIEW THE CURRENT REQUIREMENTS AND PROCEDURES IN THE DISPOSAL BROCHURE THAT INCLUDES THE LAND YOU WISH TO PURCHASE. THE APPLICANT MUST BE PRESENT AT THE ACTUAL DISPOSAL TO BE AWARDED PARCELS IN MOST LAND SALES. SEE THE SALES BROCHURE FOR EXCEPTIONS.

MEMORANDUM

State of Alaska

TO: Division Directors
Special Assistants

DATE: October 7, 1982

FILE NO:

TELEPHONE NO:

FROM: John W. Katz
Commissioner
Department of Natural Resources

SUBJECT: Department Order 83-17
FY83-85 Land Disposal Policy

PREAMBLE

The experience of the Department of Natural Resources demonstrates that many Alaskans feel a strong and deep-seated desire to acquire a parcel of public land from the State on some reasonable basis. Within the constraints of applicable State law, the Department must be responsive to this demand. While the Legislature has repealed the somewhat arbitrary 100,000 acre annual quota, this action should not be viewed as an excuse for the Department to retrogress into old habits. Rather, the repealer should be construed as an invitation to adopt a rational methodology and set of policies for satisfying public expectations, while recognizing that certain other considerations, such as mineral entry and critical habitat protection, are also important.

A. General Policies

1. The goal of the Department's land disposal program is to assist in establishing an accessible and more competitive market for the purchase of land under reasonable conditions, where the State owns land.
2. Within the greater road network and in Southeast Alaska, the Department will offer land in excess of actual demand, when available. This will be accomplished through the use of an inventory replacement system that will insure, where possible, an adequate mix of quality land remaining continuously available over-the-counter in the various regions of the State which are generally accessible to a significant portion of the State's population.
3. In more remote areas of the State, more stringent standards will be used in assessing the potential benefits and detriments of land disposals. The policy for these areas are discussed in Section D, below.
4. The Department will move toward the principal recommendations of the demand assessment report:
 - a. The Department's existing three-year process for identification, survey, and offering of disposals

(LADS system) has been modified to allow for early public review and better design work.

- b. The Department will move away from the concept of acreage quotas (repealed by the 1981 Legislature in HB 31) and instead will adopt a more rational methodology for determining the quantity of acreage for disposal. This methodology will emphasize public demand for land in distinct sub-regions of the State, and will total the separate components to determine statewide need. The Department believes that sales over the counter are one of the best indices of demand. Establishment of internal quotas for inter-departmental use will be a product of the methodology described above, and will not be imposed arbitrarily. Demand for the various categories of the disposal program will also be determined.
 - c. The Department will allow all properties offered to be available indefinitely over-the-counter, except for occasional suspension to update appraisals if it is believed that values have markedly changed. To the fullest extent possible, the Department will reoffer in FY 1983 all parcels which are not currently available because of expired appraisals or other reasons.
 - d. The future emphasis of the Department will be on disposal of quality land, with the due consideration of quantity described in sub-section (E) above.
5. The policies described in this Department Order will be reviewed on an annual basis.
 6. Because of the high degree of public interest, the Department will make all possible efforts to dispose of a substantial amount of small agricultural parcels.

B. Analytic Background

This statement of the Department's land disposal policy is based on (1) an interagency review of the land disposal program and available lands conducted in March of 1982, (2) various hearings and other legislative deliberations on statutes relating to land disposals, (3) reactions from the public received in conjunction with hearings and meetings on the land disposal program, (4) statewide and area resource plans, identification of public interest lands, and other land and resource analyses performed by the Department, (5) review and discussion of the Assessment of Market Demand for State Land, prepared for the Department pursuant to AS 38.04.020(f) and previously submitted to the Legislature, and (6) review of the State Land Classification and Land Disposal Bank Report, prepared pursuant to AS 38.05.300(b) and AS 38.04.020(d) and previously submitted to the Legislature. A draft version

of this order was circulated for public comment in May of 1982. The principal recommendations contained in those comments have been incorporated into this document.

In addition, the Department will develop a land disposal computerized inventory system to maintain an accurate record of the amount of State land being sold. This system will enable the Department to more accurately measure the inventory for each region and better assess the effects of the disposal program.

C. Capital Improvements by Municipalities and the State

1. The Department will present to the Legislature all of the applications received from municipalities for capital improvements under the municipal grant provisions of AS 38.04.021. The requests received to date total approximately \$16.7 million, with grants awarded totalling nearly \$2 million (the entire amount appropriated for this purpose in FY 82). No additional appropriation for the program was made by the Legislature for FY 83. Municipal capital improvements requests should take precedence where (1) the proposed capital expenditures are for improvements such as access which directly bear on land desirability, and (2) the land is designated for imminent disposal. Given revenue projections, the majority of funds allocated by the Legislature for capital improvements in conjunction with disposals should go to municipalities under the grant provisions of AS 38.04.021. As municipalities become more active in the land disposal area, the demand for State subdivisions should decrease.
2. The Department believes that AS 38.04.021 should be amended to allow all municipalities to apply for disposal assistance grants whether or not they are recipients of municipal land entitlements under AS 29.18. This would encourage the disposal of any category of public lands rather than merely general grant lands.
3. The Department's estimate is that up to \$450 million could be spent on capital improvements for past, present, and projected disposals in order to meet borough and other applicable standards. This figure is, of course, impracticably high. It would be very desirable if, in future years, major expenditures were made for multipurpose access roads to open up presently inaccessible areas for multiple resource use and to enhance accessibility to existing and scheduled disposal areas. For FY 1983, the Department recommended a capital funds pool of \$5,000,000 to \$25,000,000,

allocated between municipal disposal assistance grants and Department's capital projects associated with disposals. \$5,000,000 appeared to be the minimum amount necessary to realize a noticeable difference in the quality of disposals offered through capital improvements, and \$25,000,000 appeared to be the maximum that the Legislature would consider as expressed during the 1981 session by the House Resources Committee. The Department would use the following criteria in expending the funds for its own projects:

- a. The expenditures of funds for subdivisions will be limited to areas where significant year-round habitation can be expected in the reasonably, foreseeable future.
- b. Consultation will be undertaken with affected boroughs, with the understanding that borough subdivision standards will not be met in most cases because of capital fund limitations. Municipal disposal grants with capital fund allocations would minimize this problem (AS 40.15.010 & .190 Exempt state land disposals from borough standards).
- c. Disposal projects requiring capital improvements to enable use and development of the tracts therein will be the subject of expenditures for improvements such as (1) pioneer roads with culverts to the boundary of the project, or presurveyed access road centerlines where pioneer roads are impractical; (2) preengineering of roads to provide some certainty that platted roads are practical and cost effective; (3) identification of gravel sites for road construction and other development; (4) identification of a source of potable water; or (5) other improvements warranted by the particulars of a project. Some projects will receive no improvements whatsoever, and none will receive them if funds are not appropriated for that purpose.
- d. Disposal projects for which a large gain in quality can be achieved by making certain capital improvements will receive expenditures as necessary to realize that gain.

D. Policy on Settlement of Remote Areas

A separate policy applies to lands west of the Alaska Range and north of the Porcupine and Yukon Rivers designated as "remote lands", because community expansion pressures in this area of the state are far less than in the railroad and road accessible regions. Otherwise, any new remote settlements will be almost entirely the result of state

stimulus, rather than of natural expansion pressures, and the consequences of encouraging new rural residents will be high public costs, and possible interference with other land uses. Therefore, a decision to dispose of remote lands requires not only a land capability and conflict resolution process, but also an affirmative finding, that opening the area to new settlement is in the State's interest, when weighted against the alternative disposals that would be necessary elsewhere to meet yearly disposal objectives if remote lands were not offered. Reasonable efforts will be made to mitigate impacts of the disposal.

In addition, the public meeting held by the Division of Land and Water Management as part of its Land Availability Determination System process will be scheduled as early as possible in the community nearest the proposed disposal to let local residents map existing uses and help choose a specific site that will not interfere with those uses. Consideration will be given to the impacts on traditional use, as required by AS 38.05.301.

Sales in remote areas will generally be for the following purposes:

1. For supplemental residential or recreation land near an established community where the State is a significant landowner and local support for the disposal exists.
2. For resource development workforce sites for mining, logging, farming, fishing, processing, or energy development, subject to the local review and analysis described above.
3. For recreation land in areas where such a disposal has strong support, including local support, and land use conflicts are minimal.

In general, the stricter scrutiny required for remote area disposals will influence the amount of acreage the State can offer in the next decade. In Bristol Bay, only those disposals with strong local support near existing communities will be undertaken, pending completion of the Bristol Bay Cooperative Study in 1983. The Department does not plan to hold any disposals in the Brooks Range for the reasons outlined in its July 22, 1982 press release on the subject (copy attached).

E. Future Selections/Federal Conveyances

1. The State will make an additional round of National Forest selections in both the Chugach and Tongass National Forests during FY 1983, which will include selections for future land disposals.

October 7, 1982

The State will continue to evaluate State selections and place areas highly desirable for disposal on our BLM conveyance priority list. The State will also attempt to select new lands which have potential settlement value from the federal government.

F. Other Issues

1. Tentatively Approved Lands. Due to the relatively limited amount of patented land available for disposal, the Department will continue to offer TA'd lands with a warning to purchasers that they may have difficulty obtaining financing if they intend to use the land for collateral. The Department will also continue to follow the procedures set forth in its January 6, 1982 letter to the Governor's Office of Internal Audit with regard to the TA land problem.
2. Multipurpose Access Roads. The Department will continue to support the concept of construction of multipurpose access roads to facilitate additional disposals in certain areas, as well as opening lands to the development of other resources.
3. Review of Public Interest Lands. The Department will continue to review lands presently classified for retention in state ownership to determine whether they are more suitable for disposal. This review will generally be made within the context of the statewide and area land use plans.
4. Mineral Conflicts. The Department will avoid disposals in highly mineralized areas unless settlement values override the mineral values. All disposal areas will continue to be closed to locatable entry during the disposal process in order to prevent conflicts. Remote parcel areas will be reviewed on an individual basis after staking is complete to determine which portions can be reopened to mineral entry.

Staff of the department's Division of Geological and Geophysical Surveys and the Division of Minerals and Energy Management will continue to review proposed disposals at an early date to prevent conflicts with mineral values from occurring.

5. Agricultural Development Schedules. The Department will continue to determine on an individual basis whether mandatory development schedules should be imposed on agricultural disposals. Criteria will include access, parcel size, availability of infrastructure, marketing opportunities, soil quality, and public sentiment. Any schedules imposed will be tailored to the particular disposal.

6. Contract Administration/Patenting Process. The Department's procedures for issuing land disposal sale contracts and leases as well as patenting documents will continue to be reviewed for the purpose of maximizing administrative efficiency and issuing said documents in the shortest possible time.
7. Easements. The Department will continue to identify public access easements in its disposal plans and patent documents.
8. Municipal impacts. The impacts of disposals on local governments, in creating additional demand for services in outlying areas will be considered.
9. The Department will identify those communities experiencing a chronic shortage of private land (e.g., Nome, Kodiak, Cordova) for land trades with other landowners or other measures designed to precipitate conveyance of land into private ownership.
10. Federal land disposal efforts and disposals by local governments will be considered when, preparing annual disposal targets, in addition to private market characteristics.
11. Procedures. The Department will continue to gather and review comments on specific disposals from state agencies and the affected local governments. The Department will generally hold public hearings at the request of local residents in an area to be affected by a state land disposal.
12. Project Agriculture. State agricultural policy will continue to be made by the Alaska Agricultural Action Council, with the Department responsible for implementing their directives. Project disposals, such as Delta and Pt. MacKenzie, will be treated separately from the general land disposal efforts, but considered during the department's planning process.
13. Homestead Legislation. The Department will draft and pursue enactment of homestead legislation which would provide an opportunity for residents to acquire State land by means of "sweat equity;" or by the expenditure of time and labor rather than money. Draft legislation will be jointly prepared by the Division of Land and Water Management and the Division of Agriculture.

A short summary of the department's land disposal program to date is attached. (See Appendix 11.)

Appendix I

Disposal Targets, FY83-85

1. Proceed with offering 60,000 acres of new projects in FY83 in the subdivision, remote parcel, and small agriculture programs. This total figure does not include reoffer projects, which are described in #7, below.

The Department believes that this is a balanced figure which not only weights the FY 83 demand assessment study against the availability of land in the various regions of the State, the concerns expressed by other resource interests and the level of current funding, but also will have the added advantage of permitting the Department to reach two other of its principal FY83 goals: First, to return all previously unsold or relinquished parcels to the active over-the-counter market and second, to concentrate its efforts on improving the quality of its individual project offerings in order to more effectively satisfy demands. This figure is also consistent with the inventory management goals discussed below.

2. Offer a minimum of 15,000+ acres in small agricultural disposals annually. Despite the strong demand for this type of disposal, this amount is considered the maximum attainable given soil and access constraints.
3. Establish minimum continuous over-the-counter inventory offerings of land in the subdivisions and remote parcel programs as follows:
 - a. Remote parcel - 150,000 net stakeable acres
 - b. Subdivision - 20,000 net acres

The target figures should permit the Department to meet all reasonably foreseeable disposal requirements by maintaining an adequate mix of offerings in each disposal category in the various regions of the State. In addition, these target figures are consistent with the Department's overall goal of maintaining an inventory level sufficient to satisfy public demand that State land be made available for private ownership.

The inventory figure for remote parcels should be met by continuing at existing disposal levels through FY 84 or 85, with 10 - 25,000 new net acres a year thereafter. The remote parcel inventory will require that approximately one million gross acres be open to staking. In general, the State's higher caliber, more accessible land will be offered in other disposal categories.

Small ag parcels will also be kept available over-the-counter if any parcels remain after the initial disposal. Experience to date indicates that more will remain.

The target date for this minimum acreage is July 1, 1985. The current inventory is presented in #7, below.

4. The minimum net over-the-counter goals should be reviewed each year in light of additional experience with statewide and regional absorption rates, the availability of federal and municipal land, and demand and supply studies.

5. Prepare for disposal in FY84 the following acreages of previously unoffered land:

Subdivisions	12,000 acres
Remote parcels	40,000 acres
Small ag parcels	<u>15,000 acres</u>

Total 67,000 acres

6. For possible disposal in FY85, identify through the Department's revised LADS system acreages comparable to those described for FY84, in #5 above. The amount of land actually to be offered for disposal will be determined by future demand assessments, and department policy.

7. Reofferings for FY 83 should consist of approximately 7,000 acres of subdivisions and 40,000 net acres of remote parcels. (Prior experiences indicates that relatively little of this 47,000 acres will initially be purchased.)

MEMORANDUM

State of Alaska

TO: Division Directors
Special Assistants

DATE: May 12, 1982

FILE NO:

TELEPHONE NO:

FROM: John W. Katz *JK*
Commissioner

SUBJECT: Department Order 82/022

Land Availability Determination System (LADS)

By this department order I hereby adopt the revised version of the Land Availability Determination System (LADS), the substance of which is attached. The Division of Land and Water Management has the overall responsibility for management of the land disposal program with the assistance of other interested divisions. The Division of Technical Services will continue to provide the professional services necessary to the design and development of disposable land, subject to the changes recommended in their April 27, 1982 memorandum regarding in-house preliminary feasibility determinations and utilization of single contractors by area to perform initial field reconnaissance. The Division of Research and Development will assist by identifying state lands appropriate for settlement through the Departmental planning process. DCGS will work in concert with the planning process to identify areas needing more specific data acquisition prior to site specific settlement designation; further, DCGS will continue to participate in the extensive review of project proposals during Phase I (Step 5). Other divisions are expected to participate in the disposal process as necessary, and to provide assistance in a timely manner; moreover, it is their responsibility to request funds under the Land Disposal/Fee Title Component of the budget to the extent their participation reaches project level.

This Department Order consists of four parts:

- (1) Explanation of LAD System
- (2) Time Line for LAD System
- (3) Chart of Phases for LAD System
- (4) Statement of Objectives for LAD System to be included in DLWM Policy and Procedural Manual

Land & Water Mgmt

MAY 19 1982

Director's Office

19-12

LAND AVAILABILITY DETERMINATION SYSTEM: Revised, May, 1982

The cornerstone of the revised LAD System is the realignment of the classification procedures. Rather than classifying a proposed disposal after it has achieved project status, it will be done before. Land already classified in an appropriate disposal category by any previous process will undergo complete Phase I review. If there are notable differences between the original intent of the classification and the present proposal, those differences must be resolved during the review process, and/or reclassification may be necessary.

District Managers assume a more responsible role in this disposal process. Accordingly, after interagency, public and Disposal Review Committee review, the district manager must decide whether to continue or discontinue consideration of the proposed disposal project. If he decides to continue with the proposal he must initiate a classification request, authorized by his signature, to be forwarded to the director and ultimately the commissioner for action. In this role the district manager is responsible for identifying and resolving the issues associated with specific disposals. Interested parties finding themselves at odds with the district manager's decisions, may appeal to the director for relief. Likewise, those disagreeing with the director's decisions may appeal to the commissioner.

The Director's Committee on Land Disposals (DCLD) will meet formally twice during Phase I. The first meeting will be just prior to the beginning of step 1, Phase I. Its purpose will be to establish the number of acres to be identified and their division among the various programs; to identify any areas which are not to be considered for, and those open only to, large project disposals; to address other issues including the disposal program's relationship to ongoing area or management plans and public interest lands; and to articulate general department policies respecting the statewide land disposal program. Basic policy decisions will be made at this meeting. Direction for identification and disposal process for the fiscal year will be fixed.

The second formal meeting will come at step 15, Phase I when DCLD will review casefile summaries provided for each project. DCLD will accept or reject the director's decision (step 14). Classification orders for each accepted project will be signed by the commissioner. Rejected projects will be remanded with instruction to correct errors, reduce conflicts, or to cancel the project.

At this meeting the commissioner's review will normally be limited to the director's decision and a casefile summary provided by the director's staff which identifies objections raised earlier. New objections will not be considered unless good cause is shown why the objection could not have been timely made. An objection whose focus is on department policies guiding land disposal activities will not be considered unless the objector has requested that it be included on the agenda ten days prior to the meeting date in a writing which shows that there are extraordinary circumstances

which merit reconsideration of the policy. This writing should be sent to the Director, Division of Land and Water Management with a copy to the Commissioner's Office.

The Director, Division of Land and Water Management may convene the DCLD at other times during the disposal process if he deems it appropriate. Notice of such a special meeting, complete with suggested agenda items, shall be provided to members of the DCLD well in advance of the proposed meeting date.

It should be noted that major revisions of the statewide plan are now being made. These revisions are aimed at making the adopted statewide plan a document for guiding disposal actions and for reflecting the department's disposal policies. Among other things, the plan will establish disposal levels for each region of the state for the next five years. Where there is no area plan, the statewide plan will also designate which management units are available for disposals and how many acres each is expected to provide. This information may only be available in draft form at the time of the first DCLD meeting.

The Director of the Division of Land and Water Management would assume the numerous oversight and day-to-day operation functions of the disposal program which were formerly done by the Policy Committee. This would include revising project acreages, changing boundaries, moving projects from one year to the next, etc. All of these decisions would be made under the policy directive established by the commissioner. The commissioner would be kept informed by copy of appropriate memos and other decision documents, and by the submittal of a monthly report which would update activities related to specific projects for the past 30 days. In many cases these decisions would be made under the normal classification process. Appeals of the director's decisions would go to the commissioner in the same manner that any other management decisions made by any other division director is appealed. The intent here is to give the division director, after receiving the goals and objectives for the settlement program from the commissioner, the responsibility for implementing the program.

The Disposal Review Committee will essentially continue to function in their present role, but will be responsible to the Director of Land and Water Management, rather than the DCLB. During Phase I they will review district nominations and formulate recommendations to the district manager which will provide the benefit of a statewide perspective and technical expertise. During Phase II the DRC will coordinate the statewide activities of contractors hired specifically to evaluate and design individual disposal projects. Utilizing management objectives provided by the districts, and recognizing other stated concerns, the DRC will conduct routine business within established limits to accomplish the objectives of Phase II. Just as the director may hear appeals of district manager's decisions in Phase I, he may hear appeals of DRC decisions in Phase II. Districts will continue to be represented at any DRC meeting when a project of theirs is being discussed and will have the opportunity to express their opinions. Membership on the DRC will be reduced to three, including one representative from each of the following divisions; Land and Water Management, Technical Services, and Research and Development.

Phase I activities have been designed for identifying potential disposal projects where existing or ongoing planning activities are absent. However, disposals may be identified in areas covered by such activity with some additional requirements in Phase I.

Should the district decide to identify disposal projects in a location where an area plan is in progress, and the identification process is taking place prior to the publication of draft land use allocations, the district will interact with the planning team through the district representative from Land and Water Management for the purpose of obtaining all pertinent information available, and notifying the planning team of their activities. Additionally, the planning team will be included in the extensive review step for those proposals falling within their planning boundaries.

Once the draft land use allocations are published, the district may continue to identify disposals within the planning area, but they must recognize the constraints placed upon the land by the planning team's recommendations.

The district manager may occasionally show a disagreement with the planning team's recommendations by insisting upon making a proposal in an area not identified as suitable for disposals. Under such circumstances this disagreement will be resolved by the appropriate division directors, or the commissioner. It should be recognized that such disagreements may be impossible to resolve in a timely manner and the district may have to drop those contested projects from consideration at that time.

Once an area plan is adopted the district must operate within the guidelines and constraints of that area plan. If deviations are proposed from those area plan requirements they must be resolved through the normal amendment or exception procedures which are defined in area plans.

The following charts are provided to illustrate the various phases of the LAD System. The first is a representative timeline and the next four pages explain the process in some detail.

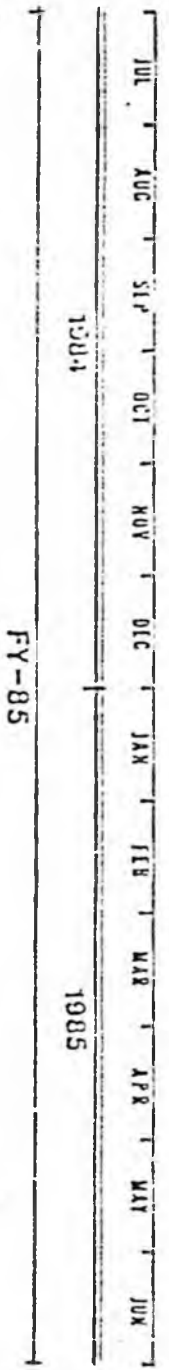
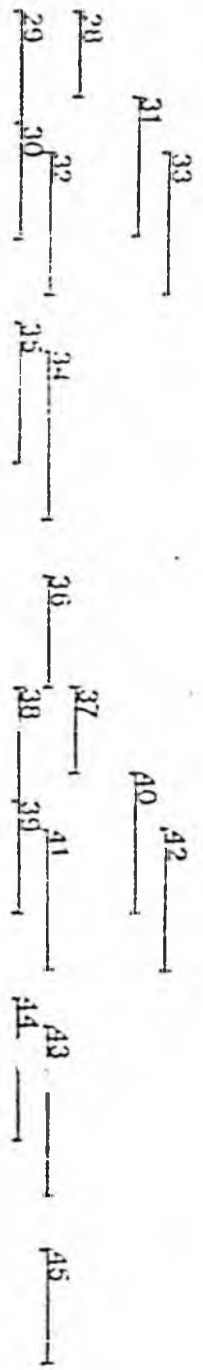
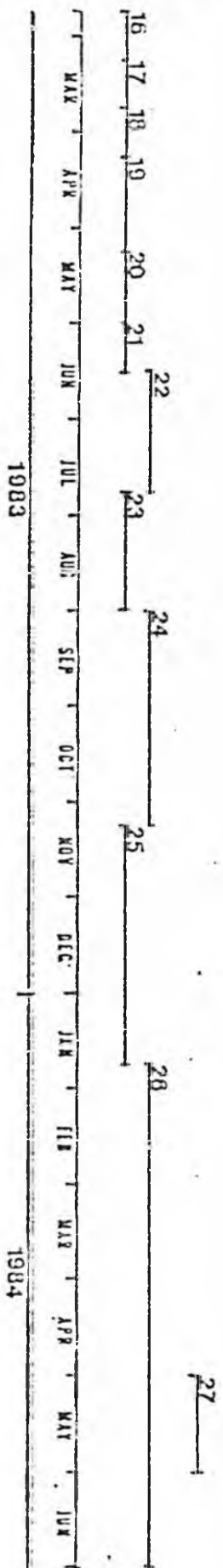
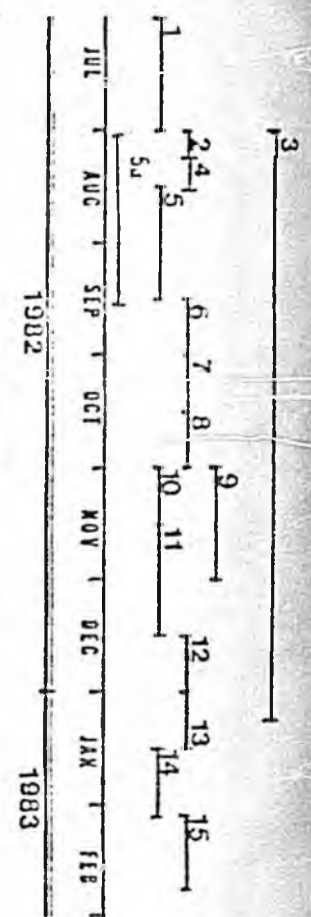
The timeline illustrates the relationship of each of the three phases for one entire disposal cycle. Both calendar and fiscal years are represented. Numbers attached to the time intervals in each phase correspond to the numbered steps in the charts following. If adopted, this system would be utilized immediately in identifying disposal projects for FY 85.

The remaining pages summarize the activities to be conducted under each step, the expected results, and identifies responsibilities.

PHASE III

PHASE II

PHASE



LADS FLOW CHART
MAY 12, 1982

DETAIL	STEP	ACTIVITY	RESULT	RESPONSIBILITY
IDENTIFY PROPOSALS	1	<p>After the initial DCLD meeting:</p> <p><u>Project Identification:</u> Solicit suggestions and ideas from every source possible including district staff, other state agencies and departmental divisions, boroughs, review land bank nominations, review public meeting summaries for ideas, review "letters from public" for ideas (this differs from land bank process), reevaluate past "hold" or "dropped" projects for status changes, review state land activity files (basically new TA), review statewide plan resource allocations, investigate any possibilities provided by active or completed planning activities, scour status plats for unencumbered lands, state classifications, or other leads.</p>	<p>A very preliminary determination of areas to be considered for disposal.</p>	DCLM - Districts
	2	<p><u>Prepare List:</u> Projects are presented to district manager and staff for initial review. Anticipated problems and concerns are assessed. Make preliminary contacts as necessary to discuss perceived problems.</p>	<p>A more precise, although still preliminary list of proposals which have been reviewed by district manager and/or his staff and approved for step 3.</p>	DCLM - Districts
	3	<p><u>Public Meeting:</u> Must helpful if scheduled during this timeframe. Should be designed and scheduled to maximize the benefit to the public and state.</p>	<p>Local public input serves many purposes. Preferably projects should be at least tentatively identified so as to promote a higher quality of input. If not yet identified, our intent to do so should be explained, and the community invited to review and respond to our nominations during step 4. Names and addresses of attendees should be taken and courtesy notice provided.</p>	DCLM - Districts
	4	<p><u>Prepare Review Package:</u> Assemble appropriate maps, descriptions, and other materials necessary to provide an adequate level of information. Provide only those proposals which may be of interest to the addressee.</p>	<p>A package which has been structured according to the needs of the addressee. Materials to be included should be related to such things as the quality and level of responses expected and the resources available to the addressee.</p>	DCLM - Districts
	5	<p><u>Extensive Review:</u> Very critical step. Should include any potential interest group, such as ADEC, DGGs, DHEM, ADOCT/PF, DCRA, U.S. Corps of Engineers, all local government units, natives (regional and village corporation, traditional village councils), University of Alaska, as well as selected special interest groups (trails committees, dog mushers, historical society, etc.) Provide a minimum of 30 days for comment.</p>	<p>Provides a reading of potential problems associated with the proposals and allows the district manager to make an informed choice as to whether or not to continue with the consideration of each proposal. Also provides the basis for the "state's best interest" determination.</p>	DCLM - Districts
	5a	<p><u>PRELIMINARY FEASIBILITY DETERMINATION:</u> performed by qualified department personnel to eliminate projects with obvious feasibility problems and to better define the developable acres in those projects exhibiting positive feasibility factors.</p>	<p>Early analysis which generates additional criteria to be used in the decision making process</p>	DTS DCLM- DISTRICTS
NOMINATIONS	6	<p><u>Finalize Nominations:</u> Review and assess comments received. The decision here is whether or not to formalize a proposal into a district nomination.</p>	<p>Provides a formalized list of the districts nominations.</p>	DCLM - Districts
ANALYZE	7	<p><u>Disposal Review Committee:</u> DRC reviews district nominations and provides input to the district manager.</p>	<p>A series of recommendations which take into account the statewide perspective and technical expertise contained on the DRC.</p>	Disposal Review Committee



DETAIL	STEP	ACTIVITY	RESULT	RESPONSIBILITY
	8	<u>Preliminary Decision:</u> After having considered both the input from other state agencies and the DRC, the district manager now determines that it either is, or is not, in the best interest of the state to proceed with the consideration of each project. Appeals of this decision may be heard by the director and must be filed within 5 working days of receipt of the decision notice.	A statement for each nomination that is to continue in the disposal process that it is in the state's best interest to do so. State agencies have been consulted, now it is time to seek public input.	DLWM - District Manager
	9	<u>Preliminary Title Search:</u> The first of several independent reviews of title documents is requested. Forms to be used and procedures to be followed may be found in the Title Plant Manual.	A "first cut" look at any third party interests, or other such encumbrances on the land status of the nomination.	DTS
	10	<u>Prepare Notice Package:</u> Assemble appropriate maps, descriptions, and other materials necessary to provide an adequate level of information. Provide only those proposals which may be of interest to the addressee. This mailing to include "courtesy" notices which may be provided in addition to the statutory requirements. Also included are responses to those offering comments in step 5.	A review package which is structured to help the addressee meet our expectations. Materials to be included should be related to such things as the quality and level of response expected and the resources available to the addressee.	DLWM - Districts
	11	<u>Notice Under AS 30.05.345:</u> This is the first of two notices provided under the provisions of Section 345 and is initiated by the district manager's preliminary decision. It is provided in accordance with the policy set forth in the Division of Land and Water Management's Policy and Procedure Manual, Chapter 5000, Section DG.	Public input resulting from local advertising and courtesy notice mailouts. This input, when coupled with information already gathered, provides the basis for the decision on step 12.	DLWM - Districts
	12	<u>Analyze Comments Received:</u> A review and analysis of the comments received is conducted. District managers must make every attempt to resolve conflicts thereby developing a position on each project, and all the relevant issues.		DLWM - Districts
CLASSIFY	13	<u>District Classification Action:</u> A classification request is initiated for each project. It is important that decisions follow from the earlier conflict resolution process, and that they are presented adequately in this document. Only in rare instances should decisions be deferred. Appeals of district manager decisions will be heard by the director.	The forwarding to the director of a file on each project, complete with all the pertinent information collected to date. Issues are identified clearly and include the decision rendered and the appropriate rationale.	DLWM - District Manager
	14	<u>Director Classification Action:</u> Decisions resulting from this action may be appealed to the commissioner. Procedures for this appeal process will be formulated.	The director's position on specific projects and issues is clearly delineated.	DLWM - Director
PROJECT STATUS	15	<u>Commissioner Classification Action:</u> Project status is achieved when the classification action is finalized by the commissioner. The project is now ready for Phase II. This step is accomplished through a formal meeting of the DCLC.	The wishes of the commissioner as represented by his decision.	DNR - Commissioner

DETAIL	STEP	ACTIVITY	RESULT	RESPONSIBILITY
CONTRACT NEGOTIATION PROCEDURES	16	Prepare requests for Proposals (RFP):		DTS
	17	Prepare Information Packets		DTS
	18	Prepare Advertisement		DTS
	19	Advertisement for Proposals: Presented 3 times in 2 weeks and RFP's available for review for an additional two weeks.		DTS
	20	Contract negotiations: Proposals received are reviewed and negotiations with respondents conducted.		DTS
	21	Notice to Proceed: Contract awards are made and contractors are provided with a formal notice to proceed.	A list of contractors, the projects they are responsible for, and dates for the completion of steps 22-25.	DTS
DATA	22	STEP ONE: SITE CONFIRMATION: The contractor reviews all available data, sets controls and accomplishes aerial photography, and performs preliminary soils analysis. Legal and physical access is identified.		DTS thru contract
ANALYSIS	23	STEP TWO: FEASIBILITY CONFIRMATION: Contractor performs subsurface soils analysis and reviews all data generated by appropriate steps above. Contractor presents recommendations to the DRC which are based on data acquired to date.	Suitable lands within project area identified. General engineering analysis of site conditions completed. Provides adequate information on project data, to be used for later steps in design and development. A general review of project to date and a recommendation by the DRC to the director to reject or continue the project.	DTS thru contract
DESIGN	24	STEP THREE: PROJECT PLANNING: General lot layout including approximate sizes, and general configuration based upon data gathered to date. Three concept plans will be presented to DRC. The plans will be adjusted according to additional refinements of data, such as, soils test holes and ADIC requirements, and from comments from DRC.	An approved master plan which, through the DRC, has been subjected to the scrutiny of all those interested and meets with the approval of the districts.	DLSM - Director; Coordinated with DTS thru DRC
PRELIMINARY PLAT	25	STEP FOUR: SUBDIVISION PREPARATION: Preparation of preliminary plat under the direction of DTS. Plat submitted to borough agencies, municipal agencies, ADIC, other state agencies, etc., as applicable.	An approved preliminary plat.	DTS thru contract
FINAL PLAT	26	STEP FIVE: SUBDIVISION STARTING: Final plat prepared and final survey staking completed, if applicable. Final cost estimates are prepared for development of roads and utilities as applicable. Borough approval, ADIC approval, and approval of others as applicable.	An approved final plat with subdivision staking completed.	DTS thru contract
READY	27	FINAL FINDING: This is the final decision under AS 38.05.035(1)(4) authorizing the sale of the project. This is a director's finding executed on a form approved for that purpose.	Final finding prepared and executed, placed in disposal file and made available for public review.	DLSM - Districts



MAY 12, 1982

DETAIL	STEP	ACTIVITY	RESULT	RESPONSIBILITY
REVIEW	28	<u>Pre-proposal Review</u> : To include such items as final title search, assure proper classification, mineral closure order in effect, compliance with notice procedures and other statutory requirements, special reservation areas accounted for and review plot notes. Other important checks will be added as necessary.	A project which has met all legal and administrative requirements and may now be advertised and processed for sale.	DLM - Districts
	37			
PREPARATION	29	<u>Prepare notices</u> : Begin preparation of maps, descriptions, and other materials as necessary to meet the notice requirement. Provide only those proposals which may be of interest to the addressee.		DLM - State Office and Districts
	38			
	30	<u>Notice under 25 M.C.S. 42</u> : This is the second formal notice relative to the disposal which must be preceded by step 27 above. This is essentially the notice of sale and must be provided in accordance with the policies set forth in the Division of Land and Water Management's Policy and Procedure Manual, Chapter 5000, Section 00. This mailing should include courtesy notices as appropriate.	A statement to the public that a decision to sell the land has been made, and announcing the details of the sale.	DLM - State Office and Districts
	39			
	31	<u>Appraisals</u> : Should be ordered early, but should be presented on the designated date of appraisal.	Land requiring appraisal prior to offering are appraised. Information available to the public upon request at district.	DLM - State Office and Districts
	40			
	32	<u>Brochures</u> : During this elaborate preparation of the brochure material must begin, the package sent to the printer, and the final product distributed. Material to be gathered for the brochures includes legal descriptions, acreages, narratives and special notes, reservation codes, sale locations, and maps.	A document summarizing the general requirements for participation, specific information relative to each project, and general parcel selection procedures. This is to be available at least two weeks prior to opening of filing period.	DLM - State Office and Districts
	41			
33		<u>Information Flyer</u> : Although not required by law the department provides specific disposal information in a flyer mailed directly to interested people. The information is more general than that provided in the brochure and contains a vicinity map and short narratives on each project.		DLM - State Office
	42			
APPLICATION	34	<u>Filing period</u> : Required to be at least 45 days with a business period between the close of the filing period and the first sale.		DLM - State Office and Districts
	43			
INFORM	35	<u>Display ads and Public Service Announcements</u> : Conducted during the filing period to alert the public. This public notice provided in accordance with the Division of Land and Water Management's Policy and Procedure Manual, Chapter 5000, Section 00.		DLM - State Office and Districts
	44			
SALE	36	<u>Conduct Specific Sales</u> : Schedule all lottery and auction sales during this month. Scheduling to be coordinated by the Land Disposal Unit in the state office.	Land is offered to an informed public under the terms and conditions established.	DLM - State Office and Districts
	45			

I. The goal of the revised LAD System is to provide a clear and concise framework to guide departmental activities throughout the land disposal process.

A. Specific objectives include:

1. Using the framework of LADS as a basis, develop procedures for the identification, development, and sale of state land.
2. Increase the cost efficiency associated with the land disposal process in several ways. Two examples are:
 - a. A significant reduction of the number of projects dropped or modified during the late stages of development or early stages of the sale. Either action follows a significant expenditure of state money, and/or necessitates the commitment of additional dollars;
 - b. Undertake early site reconnaissance for preliminary feasibility analysis utilizing in-house personnel and the resources presently available. This will allow department personnel to inspect each site for obvious feasibility problems thereby allowing high risk, very marginal projects to be dropped from further consideration at a considerable savings.
3. Increase the quality of our product, and consequently our service to the public, in a variety of ways. They are:
 - a. By allowing adequate time for the consideration for the concerns of the affected public, the general public, and all other interested parties including the various government and other state agencies.
 - b. By increasing the level and quality of both public and other agency involvement. This will be accomplished through:
 1. revising written notice and review procedures aimed at clarifying the status of each disposal, the level of detail expected to be addressed in the comments, and what role the comments will play in the decision process.
 2. revising newspaper ad procedures so that the reader will be able to identify the proposed projects in his local area either by utilizing the appropriate geographical description provided, or when practical, by including a "vicinity map" with the display.
 3. posting notice on proposed subdivision sites early in the classification process.

4. provide formal notice within the six-mile statutory limitations, and a courtesy notice in accordance with the district manager's discretion beyond six miles.
 5. accomplish either written or verbal feedback to those providing serious concerns or comments. Document these actions in the casefile.
4. Maximizing the benefits to be gained from scheduled public meetings by being better prepared to conduct the meeting.
 - a. Provide training for division personnel in planning and conducting public meetings.
 - b. Prepare adequate materials to illustrate each project and include various maps, overlays, and anything else pertinent.
 - c. Develop specific goals and objectives for each meeting; going to the community when we still have absolute flexibility in design and placement; and soliciting specific responses to questions of design, location, and possible alternatives.
 - d. Assign an adequate number of staff personnel to the meeting, taking care to have those most knowledgeable in the subject area in attendance.
 - e. Provide for adequate documentation of the proceedings by assigning a staff member to take notes and prepare a meeting summary. Collect the names and addresses of those in attendance for verification of the numbers and possible future use as a community mailing list.
 5. The development of courtesy notice procedures to go the extra step in notifying others of our proposals in an attempt to identify all pertinent issues.
 - a. The noticing of the "affected public," i.e., the adjacent landowners, by direct mail. Criteria will be provided for this activity identifying the appropriate distance limits within which this notice will be made.
 - b. The extensive review list (step 5) will be expanded to include any groups, other agencies, or other entities judged by the district manager to have an interest in the proposals.

The normalization of the disposal process by adopting the classification procedures as the primary tool for identification and approval of proposed projects. The advantage here is that other agencies and certain segments of the public are already familiar with the process and know what to expect, and a higher degree of planning is accomplished up front.

7. The development of a system flexible enough to accommodate other activities related to land disposals such as the land bank nomination process and the development of hinterlands projects.