

ANCSA 14(c) TIMELINE and CHECKLIST

Use this as a progress chart. Mark the check box when the task is completed.

References to ANF Handbook refer to *Village Land Reconveyance Planning: A Handbook on ANCSA Section 14(c)*, which was published by The Alaska Native Foundation in 1991.

Step 1 Make Policy
Timeline: 11/1/2012 thru 11/30/2012

Date Completed: / /

Lead Person: _____

Time to Complete Task: 1 Month

- A. Attend ANCSA 14(c) training.
- B. Corporation's Board of Directors appoints Staff/Land Committee to take lead on 14(c). (ANF Handbook, pgs. 49-50)
- C. Staff/Land Committee prepares Policies and Procedures and 14(c) forms. (ANF Handbook, pgs. 33-48; *Sample Policies and Procedures*, pgs. 191-222)
- D. Board reviews and approves Policies and Procedures and 14(c) forms. (ANF Handbook, pg. 48)

Step 2 Provide Notice for 14(c)(1) and (2)
Timeline: 12/1/12 thru 1/31/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: 2 Months

- A. Post notice in Village(s) with deadline/ List notice in newspaper(s)/ Ads on radio. (ANF Handbook pgs. 50 - 51 and 133)
- B. Letter to shareholders and known occupants on "magic date" (December 18, 1971). (ANF Handbook, pg. 52)

Step 3 BEGIN WORK on 14(c)(3) Corporation and Village Council and/or City
Timeline: 12/01/12 thru 10/31/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: Several Months

- A. If no City, consult with State Municipal Lands Trustee. (ANF Handbook, pg. 62)
- B. Focus on community's present and future land needs. (ANF Handbook, pg. 61)

Step 4 Review 14(c)(1) and (2) Applications
Timeline: 02/1/2013 thru 3/31/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: 2 Months

- A. Initial review of applications by Staff/Land Committee. (ANF Handbook, pgs. 55-56)
- B. If application is incomplete, provide applicant with 30 days to fix. (ANF Handbook, pg. 56)
- C. Interview applicant and others who may have knowledge of land in issue. (ANF Handbook, pg. 5)
- D. Staff/Land Committee prepares preliminary report on each 14(c) application. (ANF Handbook, pgs. 53-54)

Step 5 Conduct Field Examinations and Prepare Final 14(c) Report
Timeline: 04/01/2013 thru 05/31/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: 2 Months

- A. Staff/Land Committee take photographs of site. (ANF Handbook, pgs. 54-55)
- B. Use GPS and USGS topo mapping to confirm location of site.
- C. Confirm site is on Corporation's lands. (ANF Handbook, pgs. 53-54)
- D. Perform additional research, if necessary. (ANF Handbook, pg. 54)
- E. Plot locations on map.
- F. Staff/Land Committee prepare a Final 14(c) Report based on field examination. (ANF Handbook, pgs. 54-55)

Step 6 Issue Formal Decisions
Timeline: 06/01/2013 thru 06/30/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: 1 Month

- A. Staff/Land Committee provides written decisions to applicants. (ANF Handbook, pg. 56)

Step 7 Hear Appeals and Issue Final Decisions on Section 14(c)(1) and (2)
Timeline: 07/01/2013 thru 08/31/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: 2 Months

- A. Applicant has 30 days from date of decision to appeal. (ANF Handbook, pg. 56)
- B. Entire Board of Directors rules on appeal (unless conflict of interest) and issues written decision. (ANF Handbook, pg. 57)
- C. If applicant does not appeal, Staff/Land Committee decision is final.

Step 8 COMPLETE Work on 14(c)(3) Corporation and Village Council and/or City
Timeline: 12/01/2012 thru 10/31/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: Several Months

- A. Plot locations on map. (ANF Handbook, pg. 88)
- B. If conveyance is less than 1,280 acres, a written agreement is required. (ANF Handbook, pg. 70); (*Sample 14(c)(3) Agreement*, pgs. 164-177)

Step 9 Address 14(c)(4)
Timeline: 9/01/2013 thru 10/31/2013

Date Completed: / /

Lead Person: _____

Time to Complete Task: 1 Month

- A. Incorporate airport information into map of boundaries, if applicable.

Step 10 Map of Boundaries to BLM
Timeline: 11/1/2013 thru 11/30/2013

Completed: / /

Lead Person: _____

Time to Complete Task: 1 Month

- A. Final review of map of boundaries. (ANF Handbook, pg. 107)
- B. Informal consultation with BLM, if necessary.
- C. Submit map of boundaries to BLM. (ANF Handbook, pgs. 109-110 and 241-245)

