

# 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.

<p><b>Step 1 Make Policy</b> Timeline: 11/1/2012 thru 11/30/2012</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 1 Month</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Attend ANCSA 14(c) training.</li> <li><input type="checkbox"/> B. Corporation's Board of Directors appoints Staff/Land Committee to take lead on 14(c). (ANF Handbook, pgs. 49-50)</li> <li><input type="checkbox"/> C. Staff/Land Committee prepares Policies and Procedures and 14(c) forms. (ANF Handbook, pgs. 33-48; <i>Sample Policies and Procedures</i>, pgs. 191-222)</li> <li><input type="checkbox"/> D. Board reviews and approves Policies and Procedures and 14(c) forms. (ANF Handbook, pg. 48)</li> </ul>	<p><b>Step 2 Provide Notice for 14(c)(1) and (2)</b> Timeline: 12/1/12 thru 1/31/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 2 Months</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Post notice in Village(s) with deadline/ List notice in newspaper(s)/ Ads on radio. (ANF Handbook pgs. 50 - 51 and 133)</li> <li><input type="checkbox"/> B. Letter to shareholders and known occupants on "magic date" (December 18, 1971). (ANF Handbook, pg. 52)</li> </ul>	<p><b>Step 3 BEGIN WORK on 14(c)(3) Corporation and Village Council and/or City</b> Timeline: 12/01/12 thru 10/31/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: Several Months</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. If no City, consult with State Municipal Lands Trustee. (ANF Handbook, pg. 62)</li> <li><input type="checkbox"/> B. Focus on community's present and future land needs. (ANF Handbook, pg. 61)</li> </ul>
<p><b>Step 4 Review 14(c)(1) and (2) Applications</b> Timeline: 02/1/2013 thru 3/31/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 2 Months</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Initial review of applications by Staff/Land Committee. (ANF Handbook, pgs. 55-56)</li> <li><input type="checkbox"/> B. If application is incomplete, provide applicant with 30 days to fix. (ANF Handbook, pg. 56)</li> <li><input type="checkbox"/> C. Interview applicant and others who may have knowledge of land in issue. (ANF Handbook, pg. 5)</li> <li><input type="checkbox"/> D. Staff/Land Committee prepares preliminary report on each 14(c) application. (ANF Handbook, pgs. 53-54)</li> </ul>	<p><b>Step 5 Conduct Field Examinations and Prepare Final 14(c) Report</b> Timeline: 04/01/2013 thru 05/31/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 2 Months</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Staff/Land Committee take photographs of site. (ANF Handbook, pgs. 54-55)</li> <li><input type="checkbox"/> B. Use GPS and USGS topo mapping to confirm location of site.</li> <li><input type="checkbox"/> C. Confirm site is on Corporation's lands. (ANF Handbook, pgs. 53-54)</li> <li><input type="checkbox"/> D. Perform additional research, if necessary. (ANF Handbook, pg. 54)</li> <li><input type="checkbox"/> E. Plot locations on map.</li> <li><input type="checkbox"/> F. Staff/Land Committee prepare a Final 14(c) Report based on field examination. (ANF Handbook, pgs. 54-55)</li> </ul>	
<p><b>Step 6 Issue Formal Decisions</b> Timeline: 06/01/2013 thru 06/30/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 1 Month</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Staff/Land Committee provides written decisions to applicants. (ANF Handbook, pg. 56)</li> </ul>	<p><b>Step 7 Hear Appeals and Issue Final Decisions on Section 14(c)(1) and (2)</b> Timeline: 07/01/2013 thru 08/31/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 2 Months</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Applicant has 30 days from date of decision to appeal. (ANF Handbook, pg. 56)</li> <li><input type="checkbox"/> B. Entire Board of Directors rules on appeal (unless conflict of interest) and issues written decision. (ANF Handbook, pg. 57)</li> <li><input type="checkbox"/> C. If applicant does not appeal, Staff/Land Committee decision is final.</li> </ul>	
<p><b>Step 8 COMPLETE Work on 14(c)(3) Corporation and Village Council and/or City</b> Timeline: 12/01/2012 thru 10/31/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: Several Months</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Plot locations on map. (ANF Handbook, pg. 88)</li> <li><input type="checkbox"/> B. If conveyance is less than 1,280 acres, a written agreement is required. (ANF Handbook, pg. 70); (<i>Sample 14(c)(3) Agreement</i>, pgs. 164-177)</li> </ul>	<p><b>Step 9 Address 14(c)(4)</b> Timeline: 9/01/2013 thru 10/31/2013</p> <p>Date Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 1 Month</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Incorporate airport information into map of boundaries, if applicable.</li> </ul>	<p><b>Step 10 Map of Boundaries to BLM</b> Timeline: 11/1/2013 thru 11/30/2013</p> <p>Completed: / /</p> <p>Lead Person: _____</p> <p>Time to Complete Task: 1 Month</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Final review of map of boundaries. (ANF Handbook, pg. 107)</li> <li><input type="checkbox"/> B. Informal consultation with BLM, if necessary.</li> <li><input type="checkbox"/> C. Submit map of boundaries to BLM. (ANF Handbook, pgs. 109-110 and 241-245)</li> </ul>

