

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

Lead Person: _____ Date Completed: ____/____/____

Timeline: 11/1/2010 thru 11/30/2010

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)

Lead Person: _____ Date Completed: ____/____/____

Timeline: 12/1/10 thru 1/31/2011

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

Lead Person: _____ Date Completed: ____/____/____

Timeline: 12/01/11 thru 10/31/2011

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

Lead Person: _____ Date Completed: ____/____/____

Timeline: 02/1/2011 thru 3/31/2011

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

Lead Person: _____ Date Completed: ____/____/____

Timeline: 04/01/2011 thru 05/31/2011

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

Lead Person: _____ Date Completed: ____/____/____

Timeline: 06/01/2011 thru 06/30/2011

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)

Lead Person: _____ Date Completed: ____/____/____

Timeline: 07/01/2011 thru 08/31/2011

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

Lead Person: _____ Date Completed: ____/____/____

Timeline: 12/01/2010 thru 10/31/2011

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)

Lead Person: _____ Date Completed: ____/____/____

Timeline: 9/01/2011 thru 10/31/2011

Time to Complete Task: 1 Month

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

Step 10 Map of Boundaries to BLM

Lead Person: _____ Completed: ____/____/____

Timeline: 11/1/2011 thru 11/30/2011

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)

