ANCSA 14(c) TIMELINE and CHECKLIST

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

**Step 1: Make Policy**
- **Lead Person:**
- **Timeline:** 1/1/2010 thru 1/31/2010
- **Time to Complete Task:** 5 Months

- [ ] Corporation's Board of Directors appoints Staff/Land Committee to take lead on 14(c).
- [ ] Staff/Land Committee prepares Policies and Procedures and 14(c) forms. (ANF Handbook, pgs 49-50)
- [ ] 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:**
- **Timeline:** 12/1/11 thru 1/31/2011
- **Time to Complete Task:** 2 Months

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

**Step 3: BEGIN WORK on 14(c)**
- **Lead Person:**
- **Timeline:** 12/1/11 thru 10/31/2011
- **Time to Complete Task:** Several Months

- [ ] Corporation and Village Council and/or City
- [ ] Post notice in Village(s) with deadline/ List notice in newspaper(s)/ Ads on radio. (ANF Handbook, pgs. 50 - 51 and 153)
- [ ] Letter to shareholders and known occupants on 'magic date' (December 18, 1971). (ANF Handbook, pg. 52)

**Step 4: Review 14(c)(1) and (2) Applications**
- **Lead Person:**
- **Timeline:** 02/01/2011 thru 03/31/2011
- **Time to Complete Task:** 2 Months

- [ ] Initial review of applications by Staff/Land Committee. (ANF Handbook, pgs. 55-56)
- [ ] If application is incomplete, provide applicant with 30 days to fix. (ANF Handbook, pg 56)
- [ ] Interview applicant and others who may have knowledge of land in issue. (ANF Handbook, pg 5)
- [ ] 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:**
- **Timeline:** 04/01/2011 thru 05/31/2011
- **Time to Complete Task:** 2 Months

- [ ] Initial review of applications by Staff/Land Committee. (ANF Handbook, pgs. 55-56)
- [ ] Use GPS and USGS topo mapping to confirm location of site. Confirm site is on Corporation's lands. (ANF Handbook, pgs. 53-54)
- [ ] Perform additional research, if necessary. (ANF Handbook, pg. 54)
- [ ] Plot locations on map.

**Step 6: Issue Formal Decisions**
- **Lead Person:**
- **Timeline:** 06/01/2011 thru 06/30/2011
- **Time to Complete Task:** 1 Month

- [ ] 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:**
- **Timeline:** 07/01/2011 thru 08/31/2011
- **Time to Complete Task:** 2 Months

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

**Step 8: COMPLETE Work on 14(c)(3)**
- **Lead Person:**
- **Timeline:** 12/1/2011 thru 03/31/2011
- **Time to Complete Task:** Several Months

- [ ] Plot locations on map. (ANF Handbook, pg. 58)

**Step 9: Address 14(c)(4)**
- **Lead Person:**
- **Timeline:** 09/01/2011 thru 10/31/2011
- **Time to Complete Task:** 1 Month

- [ ] 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)
- [ ] Incorporate airport information into map of boundaries, if applicable.

**Step 10: Map of Boundaries to BLM**
- **Lead Person:**
- **Timeline:** 11/1/2011 thru 11/30/2011
- **Time to Complete Task:** 1 Month

- [ ] Final review of map of boundaries. (ANF Handbook, pg. 107)
- [ ] Informal consultation with BLM, if necessary.
- [ ] Submit map of boundaries to BLM. (ANF Handbook, pp 109-110 and 241-245)

**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.**