

# Airport Sponsor Next Steps

- Provide responses to **each** required action and recommended best practice
  - Identify the action(s) the sponsor will take and the estimated closure date
  - Identify the action(s) the sponsor has completed and the actual closure date
  - When actions are completed provide an updated Compliance Review Summary Table to the FAA review team upon completion
  - Provide as support for completed actions, as appropriate
    - URLs for links
    - Copies of documents
    - Photos
- All responses **must** be on the Compliance Review Summary Table
- Contact FAA review team if you have any questions

Preliminary information only, final report may be different

# Sample Compliance Review Summary Table

## Sample International Airport (XXX)

### Compliance Review Summary Table of Required Action(s) and Recommended Best Practice(s) as of December 20, 2013

*Items in blue are to be completed by Airport Sponsor.*

*As items are closed, provide an updated table to Janet Long at [janet.long@faa.gov](mailto:janet.long@faa.gov) upon completion.*

	Reference	Requirement	Finding	Required Action(s)	Recommended Best Practice(s)	Estimated Closure Date for each action (date only)	Actual Closure Date for each action (date only)
1	49 CFR 21.9(b)  49 CFR 21, Appendix C(b)(3)	Records and Reports for Compliance	XXX does not have a system for collecting complaint records and was not aware of the requirement to submit complaints to the FAA within 15 days after receipt.	1. XXX must forward to the FAA all Title VI complaints of discrimination, including resolution efforts within 15 days after receipt.	1. XXX should consider creating a formal Title VI complaint form/process and post it on their website.		
Item 1: Airport response to each required action for this item. See note below.				1. XXX created a complaint process that specifies forwarding any Title VI complaints received to the FAA within 15 days after receipt.			1/15/14
Item 1: Airport response to each recommended best practice for this item. See note below.					1. XXX created a formal complaint process and is in the process of posting it to our website.	3/1/14	

NOTE: Identify action(s) taken by the airport for each required action and recommended best practice. Identify the date the action was completed. If item response references a link, mentions a document or indicates something has been posted (e.g. "Unlawful Discrimination" posters) – provide the URL, a copy of the document (if a large document the cover page, table of contents and relevant page(s) at a minimum) and pictures of where the item was posted.

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