

For: State Offices and Service Centers

Inter-Agency Accessibility Review Team (ART)

Approved by: Acting Administrator



1 Inter-Agency ART

A Background

In FY 2007, 3 Service Center Agencies (FSA, Rural Development (RD), and Natural Resources Conservation Service (NRCS)) developed and implemented AD-2056 to be used for all accessibility compliance reviews. The purpose was for the 3 Agencies to use the same form/standards when conducting accessibility reviews. See Notice AO-1397.

B Purpose

This notice advises that:

- ART in each State will be established
- **Note:** For FSA, these changes will be reflected in the next 18-AO revision.
- FSA-830 is being discontinued effective FY 2009
- FSA-112 (EO) is being discontinued effective FY 2009.

C Action

Effective October 1, 2008, the review period will be October 1 through July 31 of each year.

ART will be comprised of 1 representative from each Agency's State/Area Office (FSA, RD, and NRCS). It is strongly recommended that the State Civil Rights Coordinator be the FSA representative on that team. Depending on the size of the State, more than 1 team may be created.

Disposal Date	Distribution
December 1, 2008	State Offices, State Offices relay to Service Centers

Notice AO-1419

1 Inter-Agency ART (Continued)

C Action (Continued)

ART will annually plan the offices to be reviewed. Each office will be reviewed every 5 years coinciding with the upcoming date of the lease renewal. For those Service Centers where only 1 or 2 Agencies are represented, only the applicable Agencies' State/Area Office representatives will conduct the review.

After the offices have been selected, a joint letter (signed by Agency representatives), along with a copy of AD-2056, will be sent to the applicable offices 3 weeks in advance of the review, advising the date of the review. See Exhibit 1.

Upon selection of the review dates, schedule a meeting with the State Food and Agricultural Council (FAC) (comprised of SED, State Director, and State Conservationist, or their designees) for a date after completion of each 10 reviews until all reviews have been completed. The State FAC is to review and approve/disapprove the reviews and corrective actions.

All accessibility reviews will be conducted using AD-2056. Write the date of the lease at the top of AD-2056. If the lease was entered into before February 6, 2007, under the Uniform Federal Accessibility Standards (UFAS), UFAS deficiency corrections may be delayed until the lease is renewed under the Architectural Barriers Act Accessibility Standards (ABAAS).

Note: AD-2056 will be revised to add an item to accommodate the date of lease.

During the reviews, it is recommended that duties be shared by all ART members, such as one to measure, one to take notes, and one to take photos. It is recommended to either type the forms or complete them online (for scanning purposes).

Upon completing the review and concurrence of all involved Agencies, copies of the signed (as approved) reviews (AD-2056) will be forwarded to each Agency office in the Service Center and to each Agency's National Civil Rights Office no later than September 15 annually. For FSA OCR, those copies will be forwarded to the following address.

FSA/OCR/PCIB
4121 Carmichael Road, Ste. 304
Montgomery, AL 36106

Note: ART will be accountable for ensuring that all deficiencies are addressed and corrected.

Notice AO-1419

1 Inter-Agency ART (Continued)

D Contacts

If there are any questions, contact 1 of the following.

IF there are questions about...	THEN contact...
this notice and its policy	Jacqueline Micheli, OCR, by either of the following: <ul style="list-style-type: none">• e-mail at jacqueline.micheli@wdc.usda.gov• telephone at 202-401-7192.
logistics of the reporting process, submitting reports, or corrective actions	Sharon S. Ervin, OCR, Program Complaints Inquiry Branch (PCIB), by either of the following: <ul style="list-style-type: none">• e-mail at sharon.ervin@al.usda.gov• telephone at 334-279-3464.
technical accessibility issues	Harold Staten, MSD, by either of the following: <ul style="list-style-type: none">• e-mail at harold.staten@wdc.usda.gov• telephone at 202-720-6831.

