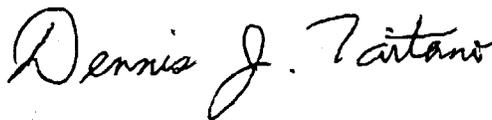


For: State Offices and Service Centers

**Inter-Agency Accessibility Review Team (ART) and AD-2056**

Approved by: Acting Administrator



**1 Overview**

**A Background**

In FY 2007, 3 Service Center Agencies (SCA's), FSA, RD, and 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.

Also in FY 2007, the heads of these 3 agencies signed a letter to all SED's, State Directors, and State Conservationists requesting that AD-2056 be used, advising that the lead agency would have the responsibility for coordinating reviews with the other agencies, and stating that the reviews would be conducted by representatives of SCA's who would conduct the review and confer with each other throughout the review process. This letter also advised that AD-2056 would be signed by all SCA's (i.e., 1 team, one AD-2056 for each Service Center review).

FSA took the lead in preparing 2 notices. Notice AO-1397 issued AD-2056 and Notice AO-1419 established ART. Both notices are obsolete. The information in this notice will be included in 18-AO.

**B Purpose**

This notice reminds State Offices and Service Centers of the following:

- ART shall be established in each State
- AD-2056 shall be used to conduct the review and is available at <http://165.221.16.90/DAM/ffasforms/forms.html>
- FSA-830 and FSA-112 (EO) were discontinued effective FY 2009.

Disposal Date	Distribution
January 1, 2010	State Offices; State Offices relay to Service Centers

## Notice AO-1438

### 1 Overview (Continued)

#### C Action

State Offices shall conduct ART reviews according to the following.

<b>Requirements</b>	<b>Description</b>
Review Period	October 1 through July 31 of each year.
ART Membership	One 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.
Number of Reviews	ART will annually determine the offices to be reviewed. Each office will be reviewed every 5 years or upon expiration 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.
Notification	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.
State Food and Agricultural Council (FAC) Approval	Upon selecting the review dates, schedule a meeting with the State FAC (comprised of SED, State Director, and State Conservationist, or their designees) for a date after the completion of each 10 reviews until all reviews have been completed. The State FAC will review and approve/disapprove the reviews and corrective actions.
AD-2056 Use	See paragraph 2.
Team Duties	During the reviews, it is recommended that duties be shared by all ART members, such as 1 to measure, 1 to take notes, and 1 to take photos. It is recommended that the forms either be typed or completed online (for scanning purposes).
Accountability	ART will be accountable for ensuring that all deficiencies are addressed and corrected.

### 2 AD-2056

#### A Using AD-2056

All accessibility reviews will be conducted using AD-2056. AD-2056 follows the Architectural Barriers Act Accessibility Standards (ABAAS) requirements.

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 ABAAS.

**Notice AO-1438**

**2 AD-2056 (Continued)**

**A Using AD-2056 (Continued)**

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 OCR, copies will be forwarded to the following:

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

**B National Office Use**

AD-2056 will be used by National Office employees when conducting State Management Reviews or any other accessibility compliance reviews.

**C Contacts**

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

<b>IF there are questions about...</b>	<b>THEN contact...</b>
this notice	either of the following: <ul style="list-style-type: none"><li>• Jacqueline Micheli, FSA, OCR, by either of the following:<ul style="list-style-type: none"><li>• e-mail at <b>jacqueline.micheli@wdc.usda.gov</b></li><li>• telephone at 202-401-7192</li></ul></li><li>• Brian Garner, FSA, OCR, Compliance and Program Analysis Branch, by either of the following:<ul style="list-style-type: none"><li>• e-mail at <b>brian.garner@wdc.usda.gov</b></li><li>• telephone at 202-401-7166.</li></ul></li></ul>
logistics of the reporting process, submitting reports, or corrective actions	Sharon Ervin, FSA, OCR, Program Complaints Inquiry Branch, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>sharon.ervin@al.usda.gov</b></li><li>• telephone at 334-279-3464.</li></ul>
technical accessibility issues	Harold Staten, FSA, MSD, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>harold.staten@wdc.usda.gov</b></li><li>• telephone at 202-720-6831.</li></ul>

