

**EPA REGION 2
FY03/04 ENVIRONMENTAL JUSTICE ACTION PLAN
PROGRESS REPORT**

GOAL #1: To strengthen the Region’s Environmental Justice Policy Statement and Program Guidelines. The Interim Environmental Justice Policy document was developed to provide regional managers and staff with a fair, systematic, and consistent approach to use in identifying and addressing minority and low-income communities that may suffer disproportionately high and adverse environmental impacts.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Gauge the degree of implementation and integration of Region 2 EJ Interim Policy in environmental programs.	a. Develop and conduct assessment of the regional environmental justice program performance. b. Collect, review, and prioritize findings. c. Identify areas requiring improvement, modifications and/or supplemental attention in all program areas.	09/30/04 12/30/04 01/30/05	Senior Staff retreats & briefings REJWG focus sessions Program Survey forms	3.0 FTE	Region 2's Regional EJ Workgroup (REJWG) has developed a program assessment survey for management and staff. With support and assistance from OPM-ISB, the survey will be posted on the Region’s Intranet in the 1 st Quarter of FY05. This will allow for the facilitation and collection of data. Results will be provided to senior managers by 12/30/04.

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2. Build feedback mechanism to tighten EJ integration.	<p>a. Develop and implement corrective action measures</p> <p>b. Evaluate impact of corrective action measures.</p>	<p>7/31/03</p> <p>9/30/03</p>	Corrective action measurements	1.0 FTE	The REJWG has begun revisiting the 1996 Divisional EJ Implementation Plans in order to incorporate current program administrative requirements and pertinent elements of the regional EJ action plan. In addition, the following internal corrective -action tasks are underway: (1) senior managers to identify /appoint new members to REJWG, (2) revisiting level of financial/human capital resources to effectively complete EJ-related activities throughout the region.

GOAL #2: To continue efforts to process data and further refine the Environmental Load Profile (ELP) application, a geographic information systems (GIS) based mapping tool developed to implement the Region's Interim Policy.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Post current ELP application on Region 2's Intranet	Coordinate with GIS Team and Web Authors in posting application	9/30/03	ELP available on Intranet site	0.15 FTE	Desktop version of the ELP tool became available in June 03. Region 2's GIS Team and HQ-OEI have linked both the ELP and EJ Demographic tools to the Agency's NEPAAssist application to allow for analysts to consider demographic and potential environmental/public health risk during the environmental review process(es). In July 03, the Region sponsored NYSDEC and NJDEP EJ Coordinators to access these regional/HQ GIS-based tools.
2. Provide training to staff performing EJ assessments	<ul style="list-style-type: none"> a. Identify staff requiring training b. Schedule workshop sessions in computer training room 	9/30/03	Delivery of training on enhanced ELP application Number of staff trained	0.05 FTE	The upcoming regional EJ assessment survey (1 st Qtr - FY05) will include questions to determine appropriate regional staff to identify as candidates for training in conducting EJ analyses. Subsequently, regional workshops would be provided (including computer training of the associated GIS-based tools).
3. Solicit feedback on the ELP indicators	<ul style="list-style-type: none"> a. Develop questionnaire b. Post on intranet c. Capture responses (findings, recommendations) 	09/30/04	Questionnaire prepared	0.15 FTE	The upcoming regional EJ survey (1 st Qtr - FY05) will include questions to determine knowledge/usage of GIS-based tools for conducting EJ assessments, including the methodologies, data sets, and models employed in development of the Environmental Load Profile indicators.

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4. Engage programs to develop additional ELP indicators	<p>a. Coordinate with Divisional EJ Contacts & Workgroups to solicit program staff participation</p> <p>b. Convene meeting to discuss ideas</p> <p>c. Develop new indicators with GIS Team</p>	Ongoing	<p>Number of indicators generated</p> <p>Incorporation into the ELP application</p>	0.05 FTE	<p>The REJWG has received requests to develop additional ELP “indicators” and/or overlays - e.g., water quality and permitted discharge locations (related to fish consumption); HUD housing stock data (potential source of lead-based paint); ethnic neighborhood clusters (for appropriate language considerations in our outreach efforts); public health information (cancer clusters; asthma hospitalization rates, etc). Discussions are underway with R2 GIS-Team to determine the applicability and feasibility of developing such indicators within the ELP application.</p>

GOAL #3: To expand outreach efforts to affected EJ communities to assist them in identifying, prioritizing and addressing disproportionately high and adverse environmental impacts in their communities and where possible ensure that they are meaningfully involved in the Region’s environmental decision-making that impacts their communities.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Convene an EJ listening session in each jurisdiction in Region 2.	<ul style="list-style-type: none"> a. Announce that the listening sessions will take place, including notification to stakeholders. b. Collaborate, coordinate with stakeholders to identify topics and speakers for discussion. c. Identify appropriate locations and select d. Conduct listening sessions. e. Provide translation services. f. Capture highlights & remarks. g. Assign follow-up actions to appropriate regional managers. 	9/30/04 (ongoing basis)	Number of listening sessions hosted	2.0 FTE	<p><u>U.S. Virgin Islands:</u> In March 2003, the Region held a joint EJ community dialogue (listening session) with the University of the Virgin Islands on St. Croix (a historically black college/university in Region 2). Measurable outcomes that followed included: series of educational workshops (brownfields, aquatic seminars); creation of a cooperative agreement venture with community-based organizations to assist Region 2 in identifying local EJ concerns as well as house a local informational repository for residents; establish a viable partnership with an HBCU for future collaborations on EPA-sanctioned public participatory events in VI.</p>

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<p>1. Convene an EJ listening session in each jurisdiction in Region 2. (Continued)</p>					<p><u>New Jersey:</u> Starting in June 03, quarterly meetings with NJDEP have been conducted regarding jointly hosting EPA Region 2 and NJDEP EJ listening sessions. Currently, 4 cities in New Jersey are identified as suitable locations. Following the 2/18/04 issuance of the NJ Governor’s Executive Order (EO) on EJ, planning members are exploring the mechanisms identified in the EO to further leverage and attain wider participation from community-based organizations and state departments in the NJ listening sessions.</p> <p><u>New York:</u> In Feb 03, a kick-off meeting with the NYC Mayor Office of Environmental Coordination was held to discuss collaborating on a single NYC EJ Listening session. An outcome from this worksession was to expand the event to host 5 individual NYC borough sessions. Shortly</p>

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<p>1. Convene an EJ listening session in each jurisdiction in Region 2. (Continued)</p>					<p><u>New York: (continued)</u> afterwards, the New York State Department of Environmental Conservation was sought to collaborate as another planner. Given the scope and magnitude of such an undertaking, the regulatory partners have decided to establish an expanded planning committee, consisting of several prominent active CBOs in each of the 5 boroughs. Meeting is planned in 4th Qtr FY04.</p> <p><u>Puerto Rico:</u> In May 03, the Region hosted, with support from the local Mayor, an EJ listening session in Maunabo, PR. An outcome included the dissemination of educational materials to residents in both English and, where available, Spanish. Currently, the Region is further seeking the assistance of the NEJAC Puerto Rico Subcommittee to advise and recommend approaches to hold future listening sessions island-wide.</p>

GOAL #4: To continue outreach efforts to state, tribal and local government partners to increase their awareness of the importance of EJ and Title VI policies of the Agency, to encourage them to incorporate EJ into permitting programs and processes, and to assist them in development of their own EJ and Title VI programs.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
<p>1. Provide advice and suggestions to New York State Department of Environmental Conservation's EJ Advisory Group in development of NYSDEC's EJ program.</p>	<p>a. Solicit regional feedback on the NYSDEC draft Commissioner Report on EJ Recommendations</p> <p>b. Consolidate regional comments, and provide to NYSDEC EJ Coordinator</p> <p>c. Suggest State's participate in the National Environmental Justice Training Collaborative (EJTC)</p>	<p>Ongoing</p>	<p>Incorporation of regional comments</p>	<p>0.15 FTE</p>	<p>Following the award of an EP-funded State, Tribal EJ (STEJ) Grant to NYSDEC, Region 2 has served, and continues to serve, in an advisory role to NYSDEC's EJ Advisory Group. Throughout development of the draft NYSDEC Commissioner's Report on EJ, Region 2 provided advice to the EJAG along with presentations of Region 2 developed EJ-GIS tools. In Aug 03, the Region provided feedback on the draft EJ report. In March 03, the final Commissioner report was issued. NYSDEC adopted the Region's EJ-Demographic GIS tool for conducting assessments. Since 2001, NYSDEC has supported 3 staffmembers to serve as EJ Ttrainers of the Agency's National EJ Training Curriculum.</p>

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
<p>2. Provide advice and suggestions to New Jersey Department of Environmental Protection's Environmental Equity (EE) Advisory Council in development of the NJDEP's EE guidance and program</p>	<p>a. Solicit regional feedback when the draft revised EE guidance is available</p> <p>b. Consolidate Regional comments, and provide to NJDEP EJ Coordinator</p> <p>c. Suggest NJDEP participate in the National EJTC</p>	<p>Ongoing</p>	<p>Incorporation of regional comments</p>	<p>0.15 FTE</p>	<p>In early 2002, NJDEP revisited its EE draft guidance and program. Throughout this process, the Region exchanged presentations of GIS-based tools, including methodologies for conducting EJ assessments, developing in-house EJ training (using the national EJ training curriculum), and other aspects concerning EJ program development. Following the Feb04 signing of the NJ EJ Executive Order, a petition process was instituted whereby local groups could request the newly-formed EJ Task Force to investigate concerns of environmental injustices within NJ communities. In May 04, the NJDEP conducted a community dialogue with a petitioning group based in Long Branch, NJ.</p>

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
3. Provide EJ training to NEJAC Puerto Rico Subcommittee	<ul style="list-style-type: none"> a. Coordinate with Designated Federal Official and NEJAC-PRS Chair b. Prepare training packages c. Identify EJ trainers d. Host meeting at mutually agreeable site in Puerto Rico e. Suggest NEJAC-PRS members consider participation in the National EJTC 	As needed basis	Number of subcommittee members trained	0.25 FTE	In Dec 03, Region 2 identified 8 openings/appointments to the NEJAC PR Subcommittee. Afterwards, several PRS committee meetings occurred to discuss opportunities to educate new members on their roles and responsibilities on the subcommittee. The NEJAC PRS DFO and Chair are discussing EJ training dates during Fall/Winter 04 for the NEJAC PRS.
4. Attend external forums, seminars, workshops, panels regarding EJ	<ul style="list-style-type: none"> a. Maintain active regional calendar of external events b. Identify those engagements which are both cost-effective and substantive for regional participation c. Provide EJ information, where appropriate, at these events (publications and/or speaking) 	Ongoing	Number of events	0.15 FTE	Regional managers/staff are informed of EJ-related external activities on an ongoing basis. Information is disseminated via several avenues: Region 2 Intranet webpage, internal e-mail notifications, distribution of brochures/pamphlets. Regarding the appropriateness of regional participation at external events (e.g., panel discussions, presentations), these activities are elevated to the approving supervisor/manager for consideration. If practicable, EJ materials are furnished at the scheduled events.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
5. Participate in Annual Indian Nations meeting	<p>a. Consult with Regional Indian Program staff</p> <p>b. Identify EJ-related activities and issues pertaining to Region 2 tribal nations</p> <p>c. Provide status of these activities</p> <p>d. Attend annual meetings with SMT</p> <p>e. Capture highlights, and follow-up action items for response.</p>	Ongoing	<p>Number of activities involved</p> <p>Completed actions</p>	0.2 FTE	<p>On an annual basis, the Regional Indian Program coordinates activities among the divisions/ media programs for the Annual EPA Region 2 - Indian Nations Leaders meeting. The working agenda for these annual events incorporate follow-up discussions on “action items” generated from the previous annual meeting. For FY2003, there were two EJ-related activities identified: request for an EJ analysis by St. Regis Mohawk Tribe, and the request to encourage greater tribal representation on the NYSDEC EJ Advisory Group. The Region is preparing the SRMT EJ analysis, and NYSDEC has been informed and encouraged to increase tribal participation on its EJAG.</p>
6. Continual improvement of Region 2’s EJ internet webpage	<p>a. Coordinate with Region 2 Web Authors.</p> <p>b. Evaluate information structure and content</p> <p>c. Collect and post relevant and appropriate information on the Region’s internet website.</p>	Ongoing	Release updated EJ website	0.15 FTE	<p>In June 03, the EJ office and Public Affairs Division discussed options for updating the Region 2 EJ Program webpage. Currently, the webpage format and template (including associated weblinks) have been established. Release/posting of the updated webpage is anticipated in 4th Qtr FY04.</p>

GOAL #5: To continue efforts to provide EJ training to Regional staff and managers to ensure that they are apprized of new developments in the Agency’s Title VI and EJ policies and programs, and made aware of the importance of EJ as an Agency priority and are considering EJ in carrying out their programs’ everyday responsibilities.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Conduct regional EJ “101” training to new staff	<ul style="list-style-type: none"> a. Coordinate with HRB and Divisional EJ contacts in identifying newly hired staff b. Give overview of EJ program at orientation for new employees. c. Deliver ½ -day general EJ training d. Conduct training session(s) e. Update list of regional staff trained 	Ongoing	Number of trained staff	0.15 FTE	The EJ Office has received listing of post-1998 “new hires” among regional staff. During the period 1996 through 1997, the majority of regional staff received either a fundamental and/or advanced EJ training course. Since then, the EJ program and its implementation has matured to encompass other program areas. To this end, efforts are underway to solicit management feedback in offering a regional-tailored “Fundamentals of EJ” training course for program staff. In 2nd Qt. FY05, EJ training sessions are expected to occur in the NYC office.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
2. Expand number of Region 2 EJ Trainers	a. Seek participation from SMT in identifying staff b. Obtain regional funds to conduct an EJ Train-the-Trainer week long workshop (as developed by EJTC)	As needed	Number of EJ Trainers	0.15 FTE	Currently, the Region has 2 EJ trainers experienced in providing the National EJ Training Curriculum. The Senior Management Team is interested in identifying additional regional staff. Discussions are underway regarding FTE/funding resources to accomplish this task.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
<p>3. Conduct workshops to demonstrate GIS applications to use for EJ assessments in Region 2</p>	<p>a. Solicit participation from managers/staff responsible for conducting EJ assessments</p> <p>b. Coordinate activity with GIS Team and ISB</p> <p>c. Select available dates and reserve computer training rooms</p> <p>d. Provide workshop (along with exercises and post-survey)</p>	<p>Ongoing</p>	<p>Number of GIS-based workshops conducted</p> <p>Number of trained staff</p>	<p>0.15 FTE</p>	<p>Following the 2001 release of R2 GIS applications for conducting EJ analyses, demonstrations of these tools (and their applicability) have been held for internal staff as well as interested external groups. Noted demonstrations include: EPA technical staff in Puerto Rico(2002), NYSDEC permitting staff (2004), NYSDEC EJ Advisory Group (2001), NYC community groups (2002), and Albany Law School (2004). As part of the upcoming regional EJ program survey, we will be able to further identify appropriate managers/staff requiring training on the use of these GIS work products.</p>

GOAL #6: To continue efforts to enhance Region 2's Caribbean Environmental Protection Division capacity to address environmental justice concerns unique to Puerto Rico and to enhance relations between the Puerto Rico regulatory government agencies and the affected communities.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Develop a 2-year Strategic Action Plan for NEJAC Puerto Rico Subcommittee	a. Submit draft Strategic Action Plan to Regional Administrator b. Orchestrate meeting with RA to discuss activities (and funding sources) c. RA approves NEJAC- PRS Strategic Action Plan	In conjunction with EPA/NEJAC budgetary and program cycles	Development of strategic plan	0.15 FTE	Completed. The FY2002-2004 Strategic Plan for the NEJAC-PR Subcommittee is currently in effect in Region 2.

GOAL #7: To maintain a robust EPA Community-based grants program (including Environmental Justice Small Grants), as these grants were developed to enhance communities' abilities to identify, understand and address environmental issues affecting them.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Maintain updated mailing lists (both physical and electronic)	a. Perform an update to EJ mailing lists in the Region's Community Organization Tracking System (COTS) by inputting data from additional sources (e.g., contained within Palm Pilots, newly acquired business cards, returned mailing postcards)	Ongoing	Updated mailing lists	0.25 FTE	Ongoing. The EJ Office updates its external contact databases frequently. Most notably this activity coincides with our regional outreach efforts (e.g., the EJ small grants RFA process).
2. Actively solicit Request for Proposals/ Applications (RFPs/RFAs) for EJ Small Grants program and others	Conduct mass-mailing campaigns when Guidance packets are available (via pouch and e-mail)	Annual basis	Number of packages disseminated (hardcopy and electronic) Number of applications received	0.25 FTE	In 2003, the EJ Office disseminated 700+ copies of the EJ Small Grants RFA as well as conducted a mass e-mailing campaign. A total of 28 applications were received for eligibility review, selection and funding consideration.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
3. Host Grant-writing tutorial workshops	<ul style="list-style-type: none"> a. Coordinate with GCMB b. Identify available dates & locations c. Solicit stakeholder participation at workshop d. Provide an appropriate questionnaire to gauge participants' understanding of material 	09/30/03	<p>Grant writing workshops conducted</p> <p>Number of participants</p>	0.25 FTE	<p>Though the Region was unable to conduct grant-writing workshops in FY03, we did respond to numerous telephone inquiries from interested applicants on how to apply under the EJ Small Grants Program. Further, these individuals were strongly encouraged to visit the Agency's on-line grant-writing tutorial web-site. Currently, the Region is considering the usage of a multi-day EJ community dialogue/ listening session to host several educational workshops (including grant-writing).</p>
4. Conduct project site visits to existing grant recipients	<ul style="list-style-type: none"> a. Develop criteria for selecting existing grantees b. Provide notification of site visits, and items that project officer and/or grants specialist would be interested in observing c. Perform follow-up activities 	09/30/03	Number of on-site visits	0.15 FTE	<p>In 2003, the EJ and Grants program offices have identified an appropriate list of EJ small grant award recipients to conduct on-site visits. Currently, one (1) site visit is scheduled in FY04.</p>

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
5. Select project to showcase/highlight in Region	a. Develop set of criteria for selecting a showcase project b. Brief RA c. Coordinate with CD, if Press engagement is decided by RA	Ongoing	Number of showcased projects	0.05 FTE	In concert with hosting EJ listening sessions and/or other regional EJ-related activities involving management, plans are underway for the Region to solicit participation from previous and/or current EJ small grant recipients to provide presentations to other community organizations as well as regulatory officials concerning their approach to building capacity and/or collaborative-problem solving.