

MEMORANDUM

SUBJECT: Office of Environmental Information's FY 2003 Environmental Justice Action Plan

FROM: E. Ramona Trovato
Principal Deputy Assistant Administrator

TO: Barry E. Hill, Director
Office of Environmental Justice

OEI is pleased to provide you with our Environmental Justice Action Plan for FY 2003. The Action Plan describes activities that support OEI's long-term goal of integrating environmental justice principles into our business practices. Two principal goals will guide OEI's Plan:

- Ensure via education and training that all OEI managers and staff understand the concept of environmental justice and have the tools they need to integrate environmental justice into their day-to-day responsibilities.
- Work with the Agency network of Headquarters and Regional Environmental Justice Coordinators and the Office of Environmental Justice to promote the use and further development of electronic tools and information services to support the Agency's Environmental Justice priorities.

By focusing our FY 2003 activities on fostering progress toward education and awareness, as well as on the development of electronic tools and services, OEI is laying the foundation for expanded Environmental Justice Action Plans in future years.

If you have any questions, or need additional information, please feel free to contact me at 202-564-6665 or Ruth Alene Soward, Director of OEI's Policy and Program Development Staff at 202-566-0985.

Attachment

cc: Maggie Mitchell
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Office of Environmental Information Environmental Justice Action Plan for FY 2003

1. Introduction and Purpose

The Office of Environmental Information's (OEI) Environmental Justice Action Plan describes activities that support OEI's long-term goal of integrating environmental justice into its business practices. OEI's Environmental Justice Action Plan implements the Administrator's Environmental Justice Memorandum, dated August 9, 2001, which states:

... [EPA] has a firm commitment to the issue of environmental justice and its integration into all programs, policies, and activities, consistent with existing environmental laws and their implementing regulations.

OEI's Environmental Justice Plan is one component of an overall Environmental Justice Action Plan for EPA, and conforms to the Agency template and guidelines for Environmental Justice Action Plans used Agency-wide.

EPA's Office of Environmental Information supports the Agency's mission of protecting public health and the environment by integrating high quality environmental information to make it useful for informing decisions, improving information analyses, documenting performance, and measuring success. The office, in consultation with its many different internal and external stakeholders and partners, establishes and oversees information policies and procedures to address the concerns of local, state, and federal government; tribes; the regulated community; interest groups; the general public; and EPA managers and staff. OEI's mission is cross-cutting in nature. That is, it supports virtually all of the Agency's programs through enterprise-wide efforts to improve the way that EPA collects, manages, stores and utilizes environmental information, manages its information technology architecture and makes information technology investments. Consequently, OEI's goal in supporting the Agency's Environmental Justice Action Plan is to ensure that OEI products address the information and analytical needs of the environmental justice components of Agency programs.

The OEI Environmental Justice Action Plan for FY 2003 fosters progress toward two initial goals for OEI's Environmental Justice Program: providing environmental justice awareness training for OEI managers and staff, and supporting the information aspects of environmental justice activities throughout the Agency. As activities in these two principal areas are completed, OEI will revise the Action Plan to include more specific goals and strategies.

2. OEI's Environmental Justice Goals and Activities

FY 2003 is the first year OEI will have a formal environmental justice plan. For purposes of guiding its initial environmental justice activities, OEI has adopted two principal goals. These are:

GOAL #1: Ensure via education and training that all OEI managers and staff understand the concept of environmental justice and have the tools they need to integrate environmental justice into their day-to-day responsibilities.

GOAL #2: Work with the Agency network of Headquarters and Regional Environmental Justice Coordinators and the Office of Environmental Justice to promote the use and further development of electronic tools and information services to support the Agency's Environmental Justice priorities.

Within this goal framework, during FY03, OEI will pursue two activities:

- Develop Environmental Justice training curriculum for all OEI staff and managers:
- Develop electronic tools and information sources that may be utilized by program offices and Regions to conduct environmental justice assessments. Through participation in the Agency Environmental Justice network of Headquarters and Regional EJ Coordinators, OEI will inform Agency programs of available electronic tools and information sources that may be utilized by program offices and Regions to conduct environmental justice assessments, such as, the Window to My Environment and Enviromapper applications.

With these two activities, OEI intends to lay the foundation for an expanded Environmental Justice Action Plan in future years.

3. OEI's Environmental Justice Activities Matrix for FY 2003

The following matrix delineates the specific activities OEI plans to perform in pursuing its Environmental Justice goals for FY 2003. The matrix also identifies resources that OEI plans to make available to support these activities, and describes performance standards that will be used to measure success in achieving OEI's Environmental Justice goals for the fiscal year.

**OFFICE OF ENVIRONMENTAL INFORMATION
ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX
FY 2003**

GOAL #1: Ensure via education and training that all OEI managers and staff understand the concept of environmental justice and have the tools they need to integrate environmental justice into their day-to-day responsibilities.

Activity	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
1. Develop training in consultation with OEJ	1. Ongoing/ due 09/03	1. Complete course curriculum 09/30/03	1. \$10K/up to .15 FTE	William Ocampo 202/566-0982

GOAL #2: Work with the Agency network of Headquarters and Regional Environmental Justice Coordinators and the Office of Environmental Justice to promote the use and further development of electronic tools and information services in support of Agency Environmental Justice priorities.

Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
1. Develop electronic tools and information sources that may be utilized by program offices and Regions to conduct environmental justice assessments a. Continue participation on EJ-GIS Work Group b. Complete analytical tool to support EJ preliminary assessments	1a. Ongoing 1b. 09/03	1a. GOAL: Identify 10 Core indicators for EJ Assessment Tool - Measure: Number of indicators identified 1b. By end of FY03: Integrate assessment tool with 2 other business processes; integrate existing tool into ARCIMS	1a. Up to .25 FTE 1b. Up to .25 FTE	Dave Wolf 202/566-0690