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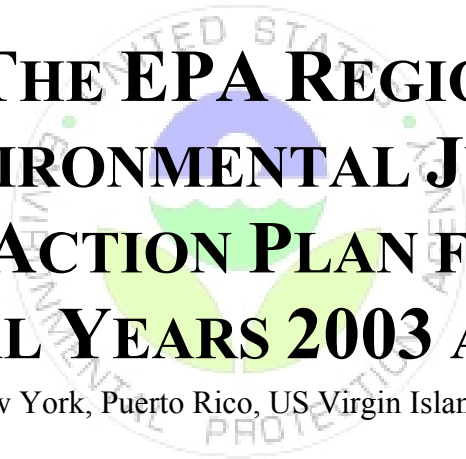
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**THE EPA REGION 2
ENVIRONMENTAL JUSTICE
ACTION PLAN FOR
FISCAL YEARS 2003 AND 2004**

New Jersey, New York, Puerto Rico, US Virgin Islands & 7 Tribal Nations



REGION 2



Cayuga



Oneida



Seneca

Tonawanda Band of Senecas



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EXECUTIVE SUMMARY

The EPA, Region 2's Environmental Justice program is administered within the Office of the Regional Administrator, thus highlighting its significance and value to our employees and stakeholders alike. Combined with a host of truly committed managers and dedicated staff, we continually strive to maximize our investment resources so as to ensure no communities bear a disproportionate burden from the effects of environmental pollution. We earnestly believe, and are proud, these investments have paid dividends towards fostering more robust and effective relationships with the public, our state regulatory partners, and the regulated business communities on issues of environmental justice.

Over the past decade, the Agency indeed has made significant strides and contributions in the advancement of environmental justice (EJ). This is particularly evident within Region 2, as we have initiated and developed our share of regional mechanisms to facilitate the integration of EJ within the organizational structure and our day-to-day activities. Currently, we have in effect an EJ policy statement and program-specific guidelines in which managers and staff utilize to identify minority and low-income communities experiencing disproportionate environmental and/or health-related burdens. Further, these guidelines provide opportunities to consider when addressing EJ concerns raised throughout the decision-making process. In conjunction with the policy document, our staff employ a variety of approaches to promote EJ - i.e., through divisional EJ Implementation Plans; region-wide EJ training efforts; computer desktop GIS-based tools and applications; EJ policy and program development; and awarding grants to local organizations that seek to promote and educate its residents on the issues of EJ issues impacting their communities. In addition to these policy and programmatic aspects, our organization enjoys a network of personnel that serve on several prominent headquarter/regional groups - e.g., the Region 2 EJ Work Group and divisional EJ subgroups, the National EJ Training Collaborative, and Agency workgroups focused on incorporating EJ in permit writing, and Internet placement of GIS-based applications that demonstrate demographic and environmental data.

While our EJ program encompasses many elements, we continue to seek opportunities to advance EJ through regional initiatives. For example, the Region's involvement in the Clean School Bus USA initiative is a direct measure in addressing the widespread and prevalent child asthma cases within the minority and low-income communities of New York and New Jersey urban centers. The long-term benefits of which will result in lower diesel emissions, the removal of older bus fleets, and reductions in school bus idling times during periods of operation. Similar initiatives are underway in other program areas - e.g., to address the issue of elevated blood lead levels exhibited by youngsters residing in many of the older multi-dwelling housing complexes, an extensive lead outreach campaign is underway in concert with federal, state, and



local partners involved in housing and children's health. This collaboration of multi-level governmental agencies and departments will allow us to efficiently leverage and tailor our collective resources, thus minimizing duplicative efforts. We will continue to focus our resources in developing initiatives and innovative approaches for the protection of the most vulnerable and sensitive of populations that may be at greater risk from the effects of environmental pollution.

While Region 2 continues to demonstrate its commitment to EJ, it also understands the importance of periodically assessing the effectiveness of measures aimed at promoting the integration of environmental justice within our day-to-day activities. During fiscal year 2003, we will revisit our divisional EJ implementation plans and align them, as necessary, to coincide with the practical knowledge gained through the experiences of *best practices* and *lessons learned* following prior years of program involvement. In 2004, we will gauge the EJ policy and guidance to ensure they are properly aligned with the goals and objectives of the regional and national strategic plans. Additionally, the Region will continue to seek local/state government as well as assistance from local college/universities in co-sponsoring EJ



community dialogue sessions so as to leverage the expertise, resources and localized community recognition these institutions bring towards fostering open communication with the public. A prime example of the success from such a collaborative effort was apparent during an EJ community dialogue event held in St. Croix at the University of the Virgin Islands, in which active audience participation provided critical information to government officials towards identifying the myriad of localized air, water, sewer, and solid waste issues deemed most relevant to community residents. In regards to fostering effective relationships with our 7 federally-recognized tribal nations, each year a multi-day conference is convened involving each respective tribal leader and Region 2 senior management to discuss specific environmental issues, as well as environmental protection of the Indian nation lands and development of the Indian nations environmental capacity. Lastly, the Region continues to sponsor and support the activities of the Puerto Rico NEJAC subcommittee, a federal advisory council composed of a multi-faceted panel that provides advice and recommendations to EPA Region 2 on environmental justice issues in the Commonwealth of Puerto Rico.

In closing, we welcome you to read EPA Region 2's Environmental Justice Action Plan for Fiscal Years 2003 and 2004. We hope that you will take away from this document a greater understanding of how EJ is interwoven into the regional organizational fabric and its programs, the proactive stance we undertake with respect to engaging our external stakeholders, and the system of measures we employ to evaluate and assess our effectiveness in fully integrating environmental justice.

**EPA Region 2
Environmental Justice
Strategies and Activities
(Narrative Responses)**

MANAGEMENT ACCOUNTABILITY

Organizational infrastructure and management support:

- *What is your Regional/Headquarters office's environmental justice policy?*

EPA Region 2 is committed to providing equal protection to all communities within its jurisdiction. Accordingly, the Region continues to incorporate the principles and tenets of environmental justice (EJ) into its managerial and programmatic activities. Following the development of an earlier draft of a regional EJ guidance, a robust public comment period and peer review process was undertaken. As a result of this process seeking meaningful involvement, the Region was able to incorporate relevant information in crafting its most recent EJ policy statement and supporting program guidelines. The EPA Region 2 Interim EJ Policy (c. December 2000) serves as an instrument for managers and staff to identify, target, and be responsive to EJ concerns raised by segments of the population that may experience disproportionately high and adverse human health and environmental burdens. The document is divided into a policy statement along with the following set of guidelines: (1) Conducting EJ Analyses; (2) EJ and Permitting; EJ and Enforcement; (3) EJ and Community Involvement; and (4) EJ and the EPA Superfund Program. By implementing the Interim EJ Policy document, the Region positions itself towards ensuring its communities and stakeholders will receive equal protection and move towards liveable, sustainable communities. To view the EPA Region 2 Interim EJ Policy document in its entirety, it can be accessed at the following website: <http://www.epa.gov/region02/community/ej/poltoc.htm>

MANAGEMENT ACCOUNTABILITY

Organizational infrastructure and management support:

- *How will your organizational structure promote the integration of environmental justice within all program areas?*

In Region 2, the current organizational structure fully promotes the integration of environmental justice policies, plans, and activities into each of our programmatic areas. The fact that the Region 2 Environmental Justice Coordinator is supervised directly by the Deputy Regional Administrator, and is positioned within the Office of the Regional Administrator emphasizes the importance Region 2's management places on achieving environmental justice within our jurisdiction. With respect to the overall network of regional staff involved in communicating environmental justice program activities, a description of each is provided below.

In 1994, the Region created the position of Environmental Justice Coordinator. The primary function of the EJ Coordinator position is to provide advice, counsel, analysis and assistance to the Region's Senior Management officials, including the Regional Administrator, on EJ-related policy matters in the Region. Included within the duties and responsibilities of the EJ Coordinator position is: the management of the Environmental Justice Small Grants program; development of regional EJ training materials; dissemination of EJ-related information and documents via internal electronic media and the Internet; creation of computer applications

aimed toward identifying potential EJ communities; participation at meetings and events as the Region's EJ representative. Further, the EJ Coordinator serves as the chair of Region 2's Environmental Justice Workgroup.

The Regional EJ Workgroup (REJWG), as established in 1994 by Regional Order R-4700.6, assists the EJ Coordinator by having its membership operate under the dual function of providing programmatic and divisional activities to the Regional EJ Coordinator as well as disseminating information and activities of national and/or regional significance to their respective offices. The operation of this regional membership allows for cross-communication of EJ-related activities among the varying levels within the organization. Regarding membership selection, each Division Director appoints, at minimum annually, 1 to 3 individuals to serve on the REJWG. In addition to providing assistance to the EJ Coordinator in accomplishing his/her duties, the REJWG monitors the region's progress in achieving the Agency's environmental justice goals. As described in the REJWG Order, the framework and activities of this group encompass six general areas: Data Collection /Verification/Assessment; Leadership; Coordination; Outreach; Communication/Reporting; and Project Implementation. For a listing of current membership in Region 2's REJWG, see Attachment 2 of this document.

In addition, each Region 2 Division has established an EJ subgroup. Comprised of divisional management and staff, these workgroups focus their efforts by assisting their respective REJWG members on specific tasks and projects requiring a greater degree of technical and/or programmatic input.

Through the utilization of the Region's EJ policy and guidelines, the EJ Action Plan, Divisional EJ Implementation plans, and the network of management and staff communicating and supporting EJ activities, Region 2 will position itself to promote the integration of environmental justice within its day-to-day activities.

MANAGEMENT ACCOUNTABILITY

Organizational infrastructure and management support:

- *How will your Regional/Headquarters office's management communicate expectations about the Environmental Justice Program, review tangible/intangible outcomes, and evaluate performance?*

As the Environmental Justice Coordinator serves as the primary focal point to the Regional Administrator and Deputy Regional Administrator concerning the Region's Environmental Justice Program, frequent meetings are held in the Office of the Regional Administrator to discuss significant EJ activities/actions as well as the overall performance of the program. These meetings are normally conducted on a weekly basis. Also, the EJ Coordinator participates at the weekly Senior Management Staff meeting in which EJ-related activities and their outcomes are raised. The Regional Administrator, the Deputy Regional Administrator, the Chief of Staff and the Division Directors participate at these sessions.

In addition to the above avenues of communication among senior managers, the Region embarked several years in developing environmental justice operating plans. In October 1994, the Region established a formal Environmental Justice Operating Plan (EJOP). The purpose of that plan was to establish a framework for regional response actions to environmental justice situations. The plan was intended to help build a solid long-term EJ program in Region 2 by identifying the critical EJ themes to be addressed. At that period of time, the Region's EJOP identified the following six key EJ themes: definitions and research tools; policy and resources; program operations; enforcement; staff awareness; and outreach. For each theme, a goal and related objectives were identified. For most activities listed, the EJOP identified target completion dates. It was intended to serve as a living document, to be updated regularly, preferably on an annual basis. In addition to identifying the EJ goals and objectives, implementation of the EJOP would serve to assist management in tracking progress in addressing key regional EJ issues.

Upon approval of the EJOP, the Regional Administrator issued concurrently a memorandum to senior management officials challenging them to demonstrate their commitment to the principle of environmental justice. To this end, each regional Division, including corresponding was tasked to incorporate EJ activities in their respective divisional (as well as branch) annual workplans, and further develop their own EJ Divisional Plans. To assist in this endeavor, the REJWG developed a Model EJ Divisional Plan, whereby its design was to help identify mechanisms for incorporating EJ into divisional activities. As identified, the five major areas to focus divisional EJ resources were in the areas of: permitting, outreach and public involvement, enforcement/corrective action, oversight and grants. Further activities provided for in the Model EJ Plan included those outside of regulatory program activities - e.g., exploring opportunities for partnerships with local governments and universities to educate/empower communities; exploring the creation of public/private partnerships to address site-specific EJ concerns; funding/providing training to community groups including access to GIS; develop partnerships with external groups to investigate means to ensure sustainable community development. The finalization of each Region 2 divisional EJ plan occurred in 1996. In this regard, the goals/objectives/activities of each divisional EJ plan (as well as program workplans) would be shaped by the formal regional policy. The Region approved its Interim Environmental Justice Policy in December 2000. For additional information on the Region's Interim EJ Policy, please refer to the response for Question #1.

Following their implementation, it also became increasingly clear that a regional EJ policy, and associated programmatic guidance, was necessary for maintaining a consistent approach to resolving claims of environmental injustice, the Region forged ahead in the development of its own Interim Policy (see response to Question #1).

Alongside this tantamount effort, the Region remained vigilant in responding to EJ issues/inquires on a day-to-day basis. To this end, the Region developed a set of standard operating procedures (SOP) for handling EJ complaints on a day-to-day basis. Further, as the SOP was to intended to reflect the Region's pending EJ policy and guidance, it underwent several revisions. Subsequently, as the number of citizen inquiries and complaints increased, it

became apparent that a tracking system was necessary to monitor response actions. The Region's Environmental Justice Tracking System has, and continues to be managed by the Environmental Justice Coordinator to monitor/assess the status of regional responses. These documents proved useful toward properly managing an ever-emerging and cross-cutting program, namely, EJ.

To further strengthen its Environmental Justice program, the Senior Management Team incorporated several key action items within the Region's 5 Year Strategic Plan (January 2001). Embedded are several underscored activities, namely, the implementation of the Region's Interim EJ Policy; the processing and refinement of environmental and health-based data for inclusion within geographic information system (GIS) based mapping tools, the continuation of outreach efforts geared towards affected EJ communities and to state, tribal, and local government partners to increase their awareness of the Agency's EJ priorities, and continuing to provide new EJ developments through training to regional managers and staff.

MANAGEMENT ACCOUNTABILITY

Operational resources / program support:

- *Identify the aggregate full-time equivalents (FTE) in your Regional/Headquarters office that will specifically focus on environmental justice issues. If responsibilities and duties are parceled out as collateral duties to one or more employees, please compute what the FTE equivalent would be.*

In Region 2, the Office of the Regional Administrator supports 2 FTEs (the Environmental Justice Coordinator and the Environmental Justice Assistant). In addition, each Division contributes "FTE's" to the EJ program by appointing individuals to serve on either the Regional EJ Workgroup or a divisional EJ subgroup. As there are varying degrees of personnel support identified by each Division, the overall regional "EJ" FTE amounts shift. Currently, the overall regional FTE number is 7.0. While there may be variations in FTE support throughout the fiscal year, it should be understood that EJ-related program activities and initiatives are fully supported by senior management with the proper number of personnel to accomplish these tasks.

MANAGEMENT ACCOUNTABILITY

Operational resources / program support:

- *What are the functions and day-to-day responsibilities of your Environmental Justice coordinator(s) and/or team?*

The Environmental Justice Coordinator position is located in the Immediate Office of the Regional Administrator, reporting directly to the Deputy Regional Administrator. The EJ Coordinator renders advice and services with respect to questions, regulations, regional practices or other matters falling within the purview of environmental justice statute(s). The EJ

Coordinator develops and implements region-wide cross program approaches for addressing environmental justice concerns and issues.

The major duties/responsibilities for the EJ Coordinator include:

- Researches questions which arise under regulations, lawsuits, enforcement actions, executive orders and other administrative actions involving environmental justice statute(s).
- Represents the Region in its dealings with outside parties concerned with environmental justice. Represents the Region in negotiating the settlement of disputed matters. In many cases, this avoids protracted and expensive litigation and facilitates expeditious administration of Agency programs.
- Participates with senior management in the development, implementation and evaluation of short-term and long-term plans to ensure that environmental justice is integrated and fully coordinated with the goals and objectives of the Region's programs.
- Plans, analyzes, and develops policy proposals for implementation of a comprehensive Environmental Justice Program. Identifies programmatic and operation matters impacting environmental justice concerns throughout the planning and execution phases of environmental program delivery, ranging from risk assessment to compliance and enforcement, education and outreach.
- Conducts reviews of on-going programs/initiatives and evaluates performance in relation to EJ program goals. Provides advisory and consultative services to program managers to examine and improve the capabilities of their infrastructure to ensure that environmental justice concerns are addressed. Recommends necessary program adjustments, where feasible and/or appropriate.
- Conducts internal reviews of program plans, policies, and operations. Investigates trends, conditions or impediments to the achievement of environmental justice throughout regional program operations. Develops comprehensive plans to correct deficiencies or strengthen program operations.
- Formulates program plans or changes to accommodate evolving needs, priorities and operations. This includes opportunities to participate in various intra and interagency policy implementation committees.
- Identifies and builds relationships with constituencies affected by environmental justice issues and develops a strategy to ensure appropriate input and representation in the Region's environmental planning process including enforcement, clean-up and monitoring activities.

- Meets with State and local government officials, non-profit and special interest groups to discuss Environmental Justice issues and concerns, and establishes external advisory groups to provide continuity and consistency of programmatic input and representation. Enhances environmental justice outreach, training and education programs for public and other groups through conferences, symposia and meetings.
- Serves as the principal point of contact with the Headquarters Office of Environmental Justice and Office of General Counsel concerning environmental justice issues. Assesses regional resource needs, participates in annual workload model processes and budget development with respect to EJ concerns. Coordinates these efforts with the Office of Policy and Management.
- Serves as the Region's centralized clearing house and dissemination point for environmental justice information to EPA staff and the public. Develops information and coordination systems to review the Region's efforts and achievements, which includes analyzing and determining feasibility for implementation of recommendations made to senior managers.
- Serves as an environmental justice leader with representatives of the media programs to develop an appreciation of agency pollution prevention, clean up and regulatory activities and to help foster an increased sensitivity within these programs to environmental justice activities.
- Contributes to the development of environmental justice standards by performing research from a variety of sources including available literature, information and viewpoints that represent concerns of various civil rights groups, community leaders, and civic groups.
- Provides high level management advisory service to regional managers. Attends meetings and conducts continuing briefings to promote supervisory and management understanding of their responsibilities as it pertains to environmental justice.
- Chairs and directs the Region 2 Environmental Justice WorkGroup planning, organizing, and directing the team's work. Reports options, recommendations, and results to the RA, division directors, and/or Headquarters for consideration.
- Coordinates and implements the Region 2 Environmental Justice Small Grants Program. Provides advice and policy recommendations to managers of environmental justice grants. Establishes procedures for implementation of the application evaluation process in the region, determines the process, develops evaluation material, recruits and briefs EPA staff who review applications and

guides the selection process to assure consistency with regional grant procedures and national program goals.

MANAGEMENT ACCOUNTABILITY

Operational resources / program support:

- *Will your Regional/Headquarters office have any ongoing mechanisms for focusing on environmental justice issues, such as teams and workgroups? If yes, please list and describe. Also, state how these mechanisms are tied to other programs and activities in your regional/Headquarters office.*

In September 1993, the Region 2 Environmental Justice Charter was established whereby the mission, scope of activities, structure and framework of operations for the Region 2 Environmental Justice WorkGroup was identified. In the following year (May 1994), a Regional Order (R-4700.6) was signed by the Regional Administrator. Also, each Region 2 Division has established a divisional EJ subgroup. Comprised of divisional management and staff, these subgroups focus their efforts by assisting their respective REJWG members on specific tasks and projects requiring a greater degree of technical or programmatic input. Members of both the Regional EJ Work Group and the divisional EJ subgroups continuously provide EJ-related information directly to their respective program managers for their knowledge and to consider opportunities for addressing issues raised.

MANAGEMENT ACCOUNTABILITY

Operational resources / program support:

- *Are there any specific programs/initiatives for which environmental justice will be listed as a funding priority? If yes, please list or attach.*

The following EJ-related programs/initiatives are listed as meriting funding consideration.

- Regional Environmental Justice Community Dialogue (“EJ Listening Sessions”) (Co-sponsorship: state, local governments, and/or academia. To be conducted for each state, individually, as well as major cities within respective states (TBD))
- National Environmental Justice Training Collaborative (EJTC) “Train-the-Trainer” session(s)
- National Environmental Justice Advisory Council (NEJAC) Puerto Rico Subcommittee
- New York State Department of Environmental Conservation’s Environmental

Justice Advisory Council (to be determined allowable/eligible beyond existing STEJ Grant project scope)

- New Jersey Department of Environmental Protection’s Environmental Equity Advisory Council (to be determined allowable/eligible beyond existing STEJ Grant project scope)
- Training Workshops on Community-based EPA Grants (EJ, EJP2, Brownfields, etc.)
- Posting of Internet-ready Regional EJ GIS applications
- Translation of pertinent EPA Region 2 generated documents for non-English speaking communities within Region 2's jurisdiction

Major regional projects:

Hudson River PCB Clean-up

Area of Particular Interest: Community Involvement/Public Participation

Diesel School Bus Initiative

Area of Particular Interest: Identify/Solicit//Collaborate with local organizations (school boards, neighborhood groups, Parent Teacher Organizations, etc.)

MANAGEMENT ACCOUNTABILITY

GPRA alignment (link to mission and priorities):

- *How will your Regional/Headquarters office’s environmental justice program be linked to your Regional/Headquarters office’s main GPRA priorities?*

The January 2001 version of the Region’s Strategic Plan captures the topic of environmental justice as a cross-cutting goal. In addition to EJ, other Region 2 Cross programs identified in the Strategic Plan included Children’s Health, Contaminated Sediments, Data Management, Geographic Approaches, Groundwater, Indian nations, and Re-invention and Innovation.

In regards to environmental justice, the Plan references that the Region will strengthen its EJ program initiatives to better safeguard minority and low-income communities from disproportionately high and adverse environmental impacts. This goal is to be accomplished by employing the following strategy:

“Where disproportionately high and adverse impacts are found: we will exercise our enforcement and other authorities, in concert with our state and local partners, to address such impacts; and we will help such communities to (a) better understand how the Agency operates, (b) have increased opportunities for meaningful involvement in the decisions that affect their communities, (c) build their community’s own capacity to

address environmental problems, and (d) share public environmental information that is understandable and accessible.

Further, seven key action items were identified as the main focus of the Region's EJ efforts. These include:

- 1) finalizing and implementing the Interim policy on Environmental Justice that provides the region's 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.
- 2) continuing 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 and aid in identifying potential and actual EJ areas or communities.
- 3) continuing 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.
- 4) continuing 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.
- 5) continuing 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.
- 6) continuing 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.
- 7) continuing the Environmental Justice and Environmental Justice Pollution Prevention grant programs, which are targeted to enhance EJ communities' abilities to identify, understand and address environmental issues affecting them.

Although the above strategy and action items, supporting the regional EJ Program goal were crafted independent of the goal structure of the Agency's 2000 Strategic Plan (as EJ was characterized as a cross-cutting program), we are currently underway in aligning our EJ-supported activities with the Agency's 2003 draft GPRA architecture. Already, the Region has

incorporated its EJ-supported activities in its final draft version of the Region 2 (Strategic) Plan to Headquarters.

MANAGEMENT ACCOUNTABILITY

GPRA alignment (link to mission and priorities):

- *How will your Regional/Headquarters office's environmental justice strategies and activities be integrated into specific programmatic areas/functions? (e.g., permitting, community outreach, etc.)*

While the Region's Interim EJ Policy establishes a set of guidelines for internal managers and staff to apply when addressing EJ from a program perspective (e.g. permitting), nonetheless, to solidify the regional EJ strategies on a day-to-day basis, requires the development and implementation of Divisional EJ Plans. The first set of divisional EJ Plans, developed in 1996, have been utilized to link internal programmatic functions toward further integration of EJ into the Region's activities. As these plans have been in use for over six years, the Region is underway in reassessing the status of each divisional EJ plan, and to revise/update each plan accordingly.

In addition, the Region intends to embark on a region-wide assessment of the program (i.e., EJ policy statement, EJ program guidelines, EJ SOP, EJ Action Plan, Divisional EJ Implementation plans, EJ GIS-based tools, EJ Small Grants) to determine the overall effectiveness of the EJ program, its organizational and programmatic linkages, and its alignment with the Agency's GPRA goals.

MANAGEMENT ACCOUNTABILITY

GPRA alignment (link to mission and priorities):

- *Will your Regional/Headquarters office utilize Performance Partnership Agreements (PPAs) and Performance Partnership Grants (PPGs) to specifically address environmental justice issues? If yes, please list and describe.*

The Region continues to utilize PPA/PPG mechanisms as an opportunity to elevate and address environmental justice issues on a state level. For example, during the development of the New Jersey Environmental Performance Partnership Agreement for Fiscal Years 2002-2004 between the Department of Environmental Protection (NJDEP) and EPA-Region 2, our management requested measures/activities the NJDEP would undertake with respect to the Goal of Open and Effective Government. In response, the NJDEP provided the following language as an objective:

Ensure Environmental Equity (EE) in New Jersey. That is, the fair and equitable treatment in environmental decision-making of the citizens of all New Jersey communities regardless of race, color, income or national origin, and the assurance that

no population will bear disproportionate amounts of adverse health and environmental effects.

The Region continues to encourage New York, Puerto Rico, the Virgin Islands and the federally-recognized tribal nations to consider addressing EJ issues through PPAs and PPGs.

INTERNAL ORGANIZATIONAL ENGAGEMENT

- *Will your Regional/Headquarters office's environmental justice program have any ongoing mechanisms to communicate with, receive input from, and otherwise consistently engage with other programs in your Regional/Headquarters office? If yes, please list and describe.*

The Region maintains several working groups to provide input, advice and assistance towards communicating issues involving environmental injustices.

Office of the Regional Administrator

The Deputy Regional Administrator and the Region 2 EJ Coordinator convene weekly to discuss significant EJ issues affecting the Region and/or its stakeholders. The information discussed and decisions rendered are then shared with the Senior Management Team during the weekly divisional briefings.

Regional Environmental Justice WorkGroup

The Region 2 Environmental Justice Work Group serve as a nexus of program and policy information on environmental justice matters in the Region. On a monthly basis, meetings are chaired by the EJ Coordinator and agenda topics are followed. In addition to these monthly meetings, frequent one-on-one communication is maintained by members of the REJWG and the EJ Coordinator.

Divisional EJ Subgroups

Each Region 2 Division has established a divisional EJ subgroup. Comprised of divisional management and staff, these groups focus their efforts by assisting their respective REJWG members on specific tasks and projects requiring a greater degree of technical and/or programmatic input. Information from these interactions are provided to internal divisional program management and the EJ Coordinator (via the REJWG members)

INTERNAL ORGANIZATIONAL ENGAGEMENT

- *Will your Regional/Headquarters office develop any related guidance to the staff regarding the integration of environmental justice in areas such as authorization/delegation, environmental education, grants and contracts, inspection, enforcement and compliance assistance, permitting, performance partnership, public participation, waste site cleanup/brownfields, etc.? If yes, please list and describe.*

The Region's Interim Environmental Justice Policy document provides overarching guidelines for management and staff to utilize in responding to environmental justice concerns within the general areas of permitting, enforcement, community involvement as well as the Superfund program.

Further, each division has embarked on tailoring specific guidance, by using the Interim EJ Policy and existing Divisional EJ Plans as frameworks, for integrating EJ into each of the specific permitting programs (e.g., CWA, RCRA, CAA). We envision that the "lessons learned" by conducting EJ analyses as well as through interacting with the regulated and impacted communities, will serve to assist the Region in tailoring its EJ guidance for staff.

Also, as EPA Region 2 staff actively participate and contribute to the development of program permit training modules aimed at incorporating EJ (i.e., the EJ Permit Writer's Work group, as managed by the Office of Environmental Justice) we believe the information provided will aid management and staff involved in the CWA, RCRA and CAA programs to consider opportunities that exist for addressing EJ issues through these permits (e.g., special conditions).

EXTERNAL STAKEHOLDER ENGAGEMENT

- *Will your Regional/Headquarters office have any processes in place to receive input on environmental justice issues from external stakeholders, such as workgroups, advisory bodies, or listening sessions? If yes, please describe the process and explain how the input gathered may be (or has been) used by your Regional/Headquarters office.*

The Region utilizes several routes/mechanisms to receive input on EJ issues from external stakeholders. For instance, during the development of our EJ policy, the Region sought out comments and feedback from an external peer review panel, industry executives, academicians, as well as community residents. Through this engagement with external parties, the Region was compelled to revise its methodology in identifying potential EJ areas within its jurisdiction. The final Interim EJ policy of December 2000 is evident of this process as it significantly differed in approaches identified from the draft EJ policy of 1999.

In addition to seeking input in development of policy, we also engage the stakeholders through hosting community dialogue (a.k.a. EJ listening sessions) in our states. As a case in point, in March 2003, the Region co-sponsored along with the University of the Virgin Islands, an EJ community dialogue session in St. Croix. The active participation and discourse by the audience members as well as expertise and assistance offered by EPA staffers proved to be a successful event for all parties involved. As a result of this interaction, Regional Administrator, Jane Kenny, along with her staff have forged a stronger relationship with the residents of the St. Croix and are better focused in identifying the relevant local EJ issues so as to maximize resources and efforts in that area.

Besides the above, we also have external groups that can provide advice and recommendations. The National Environmental Justice Advisory Council (NEJAC) Puerto Rico Subcommittee serves as a major contributor for providing advice and recommendations to the Region on environmental justice issues. It is noteworthy that Region 2 is the only EPA Regional Office to sponsor a NEJAC subcommittee (i.e. through annual budgetary allotments) In addition, the New York State Department of Environmental Conservation's Environmental Justice Advisory Group and the New Jersey Department of Environmental Protection's Environmental Equity Advisory Council provide feedback to Region 2 on methods and applications regulatory departments may consider in addressing EJ. Information shared and collected through these committees and groups allow for Regional managers and staff to gain a greater understanding of local, state, and community EJ concerns.

Finally, the programs continue to employ the use of public availability sessions, town hall meetings, and a multitude of media exchanges to solicit and engage the public in regional activities.

EXTERNAL STAKEHOLDER ENGAGEMENT

- *Will your Regional/Headquarters office have any ongoing mechanisms to share information to external groups regarding environmental justice such as websites, faxback system, printed outreach materials, etc.? If yes, please list and describe. Also please mention the specific stakeholder group(s) which benefit from these outreach mechanisms.*

The Region continues to utilize several mechanisms in sharing environmental justice information to its external groups. One method, is through posting information on the Region's Environmental Justice website, located at: <http://www.epa.gov/region02/community/ej.htm> Another method involves an active mass-mailing campaign effort. Through the collection of physical and electronic mailing addresses (e.g., Region 2's Community Organization Tracking System), the Region maintains an extensive database of individuals and organizations interested in environmental justice. Also, the Region maintains an e-mail List-Serv whereby on-line readers can receive periodic updates without requesting such information through other options (e.g., letter inquiries, Freedom of Information Act requests, etc.) Further, this effort is greatly increased as the Region's Environmental Justice Coordinator, and both the New Jersey Department of Environmental Protection and New York State Department of Environmental Conservation EJ Coordinators readily communicate information to each of their respective e-mail groups, thus covering a larger segment of the statewide "universe" of interested parties. Groups which continue to benefit from these activities are community organizations, students, teachers, and members of the general public.

EXTERNAL STAKEHOLDER ENGAGEMENT

- *How will your Regional/Headquarters office identify stakeholders who could benefit from increased awareness about environmental justice and being more engaged in the collaborative problem-solving process?*

Over the years, the Region has developed ties with numerous stakeholder groups in its jurisdiction. Understandably, the more vocal organizations have sought us out, providing us with their issues. The task, though, we faced was to explore avenues in reaching/connecting with the other stakeholders. To accomplish this, we have sponsored various meetings for the purpose of gaining input from these groups. The meetings that we have held have been in the form of roundtable discussions, community dialogues/listening sessions, public meetings, EJ training, and through workshop demonstrations. At these meetings we collect individual/organization contact information, and incorporate it into our internal communication databases

In addition, the Region maintains an extensive EJ mailing list that includes the names and addresses of many stakeholders in the Region. To ensure that we have not missed a new or unknown organization, we ask recipients of our mailings to pass along the information to their respective contacts interested who are interested in receiving the same.

Finally, through the utilization of computer based GIS applications aimed toward identifying potential EJ communities, the Region can target certain communities and cross-reference the communication databases with addresses captured within a particular boundary. This greatly increases our chances of connecting with residents who live in those communities.

EXTERNAL STAKEHOLDER ENGAGEMENT

- *How will your Regional/Headquarters office promote collaborative problem-solving among stakeholders?*

We employ various mechanisms to promote collaborative problem solving among our stakeholders. As in the case of a permit issuance, we highly encourage applicants to reach out, early on in the process, to the residents of the impacted community to provide relevant information concerning the type of facility to be constructed and its intended operation. This practice of early notification and meaningful involvement allows for the applicants to become better educated on the environmental, health and quality of life concerns experienced by the community as well as offers residents the opportunity to educate themselves on the role this facility may impose on them. Another way we promote collaborative problem solving is to recommend to applicants the establishment of “Good Neighbor” arrangements, such as identifying alternate truck routes and periods of operation, fostering community-based surveillance. In the event of civil enforcement cases, there does exist the opportunity to apply a portion of the stipulated penalties towards a viable supplemental environmental project for the benefit of the community. The decision, however, to proceed along this route is contingent upon

not only the legal or programmatic restrictions that may exist, but how amenable the parties are to resolving the action. As we continue to interact with the regulated community and residents, we plan to investigate the use of alternative dispute resolution and other mediation techniques to foster collaborative problem solving among the parties.

EXTERNAL STAKEHOLDER ENGAGEMENT

- *Will your Regional/Headquarters office have any special initiatives or provisions to address issues for persons with limited English proficiency? If yes, please describe or attach.*

Yes. The Region has a Translation Policy in place, which identifies particular documents that will be translated from English into other languages. This policy was implemented as a way of ensuring that members of limited English-speaking communities are able to understand documents that contain general information about EPA programs. The policy, though, does not include documents that are subject to legal interpretation.

EXTERNAL STAKEHOLDER ENGAGEMENT

- *In the course of your environmental justice outreach, will your Regional/Headquarters office utilize any informational materials translated in languages other than English? If yes, please list and describe.*

Yes. The Region has available an extensive library of non-English informational materials to provide to interested stakeholders. They include the following:

Como Proteger a los Ninos de las Amenazas Ambientales	Front/Back Card	Office of Children’s Health Protection	EPA/100/F-00/008	Spanish English
El Ozono y Su Salud	Brochure	Office of Air and Radiation	EPA-452/F-00-001	Spanish
El Envenenamiento Por El Plomo y Sus Ninos	Brochure	Office of Prevention, Pesticides, and Toxic Substances	EPA747-K-95-001	Spanish
El Smog - A Quien Perjudica? Lo Que Usted Necesita Saber Acerca del Ozono y Su Salud	Booklet	Office of Air and Radiation	EPA-452/K-00-001	Spanish
El Plan Modelo Para La Participacion Publica	Booklet	Office of Enforcement and Compliance Assurance	EPA 300-K-00-001 and EPA 300-K-96-003S	Spanish English

“Me Siento Como Un Pez Sin Agua.”	Pamphlet	Ad Council and EPA		Spanish
Learning Cards on Pesticides (e.g., “These pests live on cats and dogs”)	5 inch x 7 inch cards	ATSDR		English Spanish
Proteja a Su Familia del Plomo en Su Casa	Booklet	EPA and Consumer Safety Product Commission	EPA747-K-94-001	Spanish
Reduccion de los riesgos de contaminacion por plomo cuando remodela su casa	Booklet	Office of Prevention, Pesticides, and Toxic Substances	EPA747-K-97-002	Spanish
Pesticide Safety BINGO Game Usos y Abusos de los Plaguicidas	BINGO Game Cards Picture Cards Text Cards	EPA Region 6		Spanish
Contribuya a Tener un Hogar Sano	Publication	Home*A*Syst		Spanish
Fundamentos de Principios u Practicas para la Comunicacion sobre Riesgos para la Salud	Publication	ATSDR	1997	Spanish
Fundamentos de Evaluacion para los Programas de Comunicacion de Riesgos a la Salud y Sus Resultadas	Publication	ATSDR	1997	Spanish
Declaraciones de Salud Publica: lo que usted necesita saber acerca de las sustancias toxicas que se encuentran comunmente en las sitios de desechos peligrosos del Superfondo	Publication	ATSDR	1990	Spanish
Seguridad Usando Pesticidas - A Guia de Maestros Para Enseñar Conocimientos De Pesticidas	5 GuideBooks + teacher prep -Pre-K -Grade 1 -Grade 2 -Grade 3 -Grade 4	New Jersey Department of Environmental Protection and Energy	1993	Spanish
Nueva York Nos Necesita Fuertes Como Salir Adelante Despues de Sept. 11 th	Booklet	New York City Department of Health and Mental Hygiene	2001, 2002	Spanish Chinese

Si tiene hijos, que no se acerquen PLOMO NI POR ASOMO!	Pamphlet	New York State Department of Health	1993	Spanish
Programa de Pequeñas Concesiones Guia de Solicitud Ano Fiscal ____	Guidance Publication	Office of Environmental Justice	Annually	Spanish
Reconocimiento y Manejo de los Envenenamientos por Pesticidas, 5 th Edicion	Publication	Office of Prevention, Pesticides, and Toxic Substances	EPA735-R-98-004	Spanish
Humo de segunda mano	Large Pamphlet	Office of Air and Radiation	EPA-402-F-93-004	Spanish Chinese
Seguridad de los Trabajadores Agricolas: Durante El Uso de Pesticidas	Booklet	EPA Cornell Univ.	EPA GPO:1976 622-585/173	Spanish
Debo comer los peces que yo pesco? Guia para comer en forma saludable, los peces que usted pesca	Pamphlet	Office of Science and Technology	EPA 823-F-98-017 (1997)	Spanish
Como Reducir los Peligros del Plomo al Remodelar Su Casa	Booklet	Office of Prevention, Pesticides and Toxic Substances	EPA 747-R-94-002 (1994)	Spanish
Los “Si” y Los “No” para conservar agua	8.5 in x 11 in sheet	New York City Department of Environmental Protection		Spanish English

EXTERNAL STAKEHOLDER ENGAGEMENT

- *Are there any specific grant programs for which environmental justice was listed as a funding priority? Please list and describe.*

The two EPA grant programs listed as a funding priority are (1) the State Tribal Environmental Justice Grants, and the (2) Environmental Justice Small Grants programs.

With respect to the STEJ grants, in 1998 and 1999, the New Jersey Department of Environmental protection and the New York State Department of Environmental Conservation were each awarded \$100,000 apiece. These funds were provided as “seed monies” to assist each state agency in the development of their own environmental justice programs. Over the years, each state department has accomplished several major activities under these grant projects. For example, personnel were hired as environmental justice coordinators, guidance and proposed rules were drafted and/or recommended for adoption, advisory councils were chartered to provide external input into the crafting of the departments EJ-related materials, and public

sessions continue to be held throughout each state. As additional funding becomes available, the Region's senior management have considered applying these resources towards furthering the integration of EJ in the above State environmental departments.

In regards to the EJ Small Grants programs, the Region believes that a robust community education component is necessary to obtain a diverse selection of projects and applicants for funding consideration. Historically, applicants that have a greater knowledge of the grant regulations and program requirements are at an advantage to be awarded funding for their projects. As such, conducting ongoing workshops will allow the Region to "level the playing field" for a larger group of eligible applicants to apply.

DATA COLLECTION, MANAGEMENT, AND EVALUATION

- *List your Regional/Headquarters office's main data sets - the ways in which you collect environmental justice information. Also, describe how this information is utilized by your Regional/Headquarters office (e.g., environmental justice assessment, program tracking/evaluation, etc.).*

The following routes are used to collect environmental justice-related information:

- community dialogue ("EJ listening sessions")
- public availability sessions
- town hall meetings
- telephone inquiries
- electronic mail inquiries
- incoming letters
- facsimiles
- newspapers (physical and electronic)
- community organization newsletters
- public radio programs
- Freedom of Information Act (FOIA) requests
- NEJAC meetings
- State/local government-sponsored public meetings

In addition, the Region has established a Standard Operating Procedure (SOP) for Handling EJ-related Complaints. Both internal and external correspondence are relayed to the Regional Environmental Justice Coordinator. The system allows for the input of contact information for the inquirer/complainant; the particular issue/program area; date received and a few other trackable fields. Upon logging the matter successfully into the Region's EJ Tracking System, assignments are provided to the respective Division/Branch for response. The EJ Coordinator maintains an archive of EJ inquiries.

DATA COLLECTION, MANAGEMENT, AND EVALUATION

- *Will your Regional/Headquarters office have a method of identifying and highlighting best practices and lessons learned? If yes, please describe.*

In FY2003, the Region initiated a region-wide assessment of its internal EJ program initiatives, activities and products. To this end, we will be surveying regional management and staff on how effective the Interim EJ Policy (and its applications) has brought to the individual programs/divisions toward addressing issues of environmental injustice. By taking the opportunity for an internal EJ assessment, it is our desire to capture the experience of “best practices and lessons learned” that undoubtedly would factor in the reshaping of our policy statement, program-specific EJ guidelines, and divisional EJ implementation plans. The Region 2 Environmental Justice WorkGroup, with support from its Senior Managers, will be charged with undertaking this important task.

PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

- *Will your Regional/Headquarters office plan to provide training on environmental justice? If yes, please list and describe.*

During the mid/late 1990s, the Region developed and conducted a region-wide environmental justice training to its employees. The full-day training session was geared toward providing participants with the latest EJ developments from a national perspective, regional EJ initiatives underway and/or planned, discussion of prominent state/local/community issues raised involving claims of environmental injustice, the relationship between EJ and Title VI of the 1964 Civil Rights Act, as well as mentioning available federal funding mechanisms to non-profit organizations, universities and local government agencies to address EJ. The total number of Region 2 staff trained amounted to nearly 1,000. In addition to providing the region-wide EJ training, divisional/program EJ training sessions were provided to the technical staff. The focus of this training was to educate technical staff in innovative approaches to address EJ in the context of permitting and enforcement activities.

For the past two years, the Region has supported several staff to serve as National EJ trainers of the EJ Fundamentals Course as developed by the National Environmental Justice Training Collaborative. Region 2 EJ trainers have presented several modules of the EJ Fundamentals course, as a pilot, to staff in the Region’s Caribbean Environmental Programs Division located in Puerto Rico. Additionally, we are considering the prospect of conducting a train-the-trainer course for interested Regional staff desiring to be EJ Trainers. The EJ Coordinator continues to collaborate with the Office of Personnel Management to identify new and/or recently transitioned employees in need of EJ training.

With respect to external EJ training, the Region has provided EJ-related training workshops to members of the New York State Department of Environmental Conservation’s Environmental Justice Advisory Council, several New York City Environmental Justice community

organizations, the National Environmental Justice Advisory Council (NEJAC) Puerto Rico Subcommittee members on a range of EJ-related topics, e.g., the Region 2 Interim Environmental Justice Policy, Elements of a Region 2 Environmental Justice Analysis, and demonstrations of Region 2's GIS-based applications developed to display demographic as well as environmental information to computer users. Following either the implementation of a national EJ guidance or modifications to the Region's Interim EJ Policy, we would consider conducting future internal/external EJ training to interested parties.

PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

- *What methods will you utilize to promote shared learning, such as best practices and lessons learned among staff? If yes, please list and describe.*

Currently, shared learning is promoted during the monthly Regional EJ Work Group and Divisional EJ Subgroup sessions. Noteworthy items are raised during the “New Items of Business” portion. In addition, as program staff interact on a frequent basis with their respective EJ subgroup members, the opportunity increases for shared learning of actual field experiences.

ENVIRONMENTAL JUSTICE ASSESSMENT

- *Will your Regional/Headquarters office have a process by which an environmental justice assessment is conducted? If yes, please describe.*

The Region 2 Interim Environmental Justice Policy document includes an extensive guideline for conducting an environmental justice analysis. The applicable sections of the document which describes the elements of the analysis can be viewed at the following website:

<http://www.epa.gov/region02/community/ej/guidelines.htm>

Further, the GIS-based tools which are referenced in the guideline (i.e., the EJ Demographic Screening and the Environmental Load Profile) are available on the Region's internal Intranet. By allowing staff direct access to these computer tools on individual desktops, facilitates the gathering of demographic and additional environmental information for use in the decision-making process.

ENVIRONMENTAL JUSTICE ASSESSMENT

- *Will your Regional/Headquarters office rely on any information resources with which to conduct an environmental justice assessment, such as the Environmental Justice Mapper, Environmental Justice Toolkit, etc.? If yes, please list and describe.*

To assist regional managers and staff in identifying whether certain segments of the population may experience a disproportionate share of burden, the Region has developed a series of Geographic Information System (GIS) based computer applications to investigate the demographic makeup of a selected area as well as to “view” where environmental impact/burden may exist in relationship to reference values for several parameters. These applications consist of incorporating US CENSUS data, EPA environmental datasets and a statistical software program to calculate reference values. The applications are available to staff on the region’s Intranet website. In addition, Regional staff also utilize Enviromapper to identify noteworthy landmarks (e.g., schools, hospitals, etc.) to gain a greater understanding of the community’s quality of life condition. Where consistent health data exists, it too will be applied to the EJ assessment to gauge the health condition of a community and its residents. Upon release of the Agency’s EJ Toolkit, the Region expects to supplement its own guidelines and applications with tools referenced in the document.

PROGRAM EVALUATION

- *Will your regional/Headquarters office have any performance measures specifically related to environmental justice? If yes, please describe.*

The actions described in the current Region 2 Strategic Plan provides the basis for performance measurement by Senior Managers in meeting the goal and objectives of environmental justice. The performance measures include the volume of regional environmental justice analyses performed, the number of external EJ-related inquiries received and resolved, the dissemination of timely information among our internal staff, headquarters, and to the public, and the development and implementation of tools necessary to perform the varying aspects of the Region 2 EJ program (e.g., checklists; computer applications; EJ forums, etc.)

PROGRAM EVALUATION

- *Will your Regional/Headquarters office conduct any needs assessments, reports or other documents (produced internally or through a contract) to identify, quantify, and evaluate methods to strengthen and/or improve your environmental justice program? If yes, please list and describe.*

Yes, the Region is scheduling two major assessments concerning the EJ program. The first involves the revisiting of the divisional EJ implementation plans to determine their current effectiveness in applying the guidance as referenced in the Region’s Interim Environmental Justice Policy. This practice will also involve the identification and selection of regional personnel who will be responsible in serving on this task as well as to assist divisional managers in its implementation. Following this evaluation process, the Region will undertake in 2004 an assessment of the Interim EJ Policy. By cross-referencing the policy statement and guidance with the Agency’s GPRA goals, divisional input on the success of implementing EJ in the media

programs, and incorporating updated needs of our stakeholders, will we be closer to aligning our policy with that of our practices.

PROGRAM EVALUATION

- *How will your region/Headquarters highlight the accomplishments and results from your Environmental Justice Action Plans?*

The Region's Office of the Regional Administrator will conduct semi-annual assessments of its EJ Action Plan. Assessment reports will be provided to the senior management staff for dissemination within their respective divisions. In addition, anticipated shortfalls and/or modifications will be addressed following the semi-annual assessment, and will result in an updated matrix chart. The Region will post its EJ Action Plan accomplishments and results, annually, on the Region's Internet EJ website.

**EPA Region 2
Environmental Justice
Strategies and Activities

(Matrix)**

ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX

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/\$)	Lead Contacts
1. Gauge the degree of implementation and integration of Region 2 EJ Interim Policy in environmental programs.	1a. Develop and conduct assessment of the regional environmental justice program performance. 1b. Collect, review, and prioritize findings. 1c. Identify areas requiring improvement, modifications and/or supplemental attention in all program areas.	09/30/04	Senior Staff retreats & briefings REJWG focus sessions Program Survey forms	3.0 FTE	Terry Wesley Tasha Frazier
2. Build feedback mechanism to tighten EJ integration.	2a. Develop and implement corrective action measures 2b. Evaluate impact of corrective action measures.	7/31/03 9/30/03	Corrective action measurements	1.0 FTE	Terry Wesley Tasha Frazier

ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX

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/\$)	Lead Contact
1. Post current ELP application on Region 2's Intranet	1a. Coordinate with GIS Team and Web Authors in posting application	9/30/03	ELP available on Internet site	0.15 FTE	Suk-Yee-D Tang
2. Provide training to staff performing EJ assessments	2a. Identify staff requiring training 2b. Schedule workshop sessions in computer training room	9/30/03	Delivery of training on enhanced ELP application Number of staff trained	0.05 FTE	Suk-Yee Tang Terry Wesley
3. Solicit feedback on the ELP indicators	3a. Develop questionnaire 3b. Post on intranet 3c. Capture responses (findings, recommendations)		Questionnaire prepared	0.15 FTE	Suk-Yee-D Tang Terry Wesley

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
4. Engage programs to develop additional ELP indicators	4a. Coordinate with Divisional EJ Contacts & Workgroups to solicit program staff participation 4b. Convene meeting to discuss ideas 4c. Develop new indicators with GIS Team	Ongoing	Number of indicators generated Incorporation into the ELP application	0.05 FTE	Terry Wesley Harvey Simon

ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX

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/\$)	Lead Contact
1. Convene an EJ listening session in each jurisdiction in Region 2.	1a. Announce that the listening sessions will take place, including notification to stakeholders. 1b. Collaborate, coordinate with stakeholders to identify topics and speakers for discussion. 1c. Identify appropriate locations and select 1d. Conduct listening sessions. 1e. Provide translation services 1f.. Capture highlights & remarks 1g. Assign follow-up actions to appropriate regional managers.	9/30/04 (ongoing basis)	Number of listening sessions hosted	2.0 FTE	Terry Wesley Tasha Frazier

ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX

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/\$)	Lead Contact
1. Provide advice and suggestions to New York State Department of Environmental Conservation's EJ Advisory Group in development of NYSDEC's EJ program.	1a. Solicit regional feedback on the NYSDEC draft Commissioner Report on EJ Recommendations 1b. Consolidate regional comments, and provide to NYSDEC EJ Coordinator 1c. Suggest State's participate in the National Environmental Justice Training Collaborative (EJTC)	Ongoing	Incorporation of regional comments	0.15 FTE	Terry Wesley Richard Yue

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
2. Provide advice and suggestions to New Jersey Department of Environmental Protection's Environmental Equity Advisory Council in development of the NJDEP's EE guidance and program	2a. Solicit regional feedback when the draft revised EE guidance is available 2b. Consolidate Regional comments, and provide to NJDEP EJ Coordinator 2c. Suggest NJDEP participate in the National EJTC	Ongoing	Incorporation of regional comments	0.15 FTE	Terry Wesley Richard Yue
3. Provide EJ training to NEJAC Puerto Rico Subcommittee	3a. Coordinate with DFO and NEJAC-PRS Chair 3b. Prepare training packages 3c. Identify EJ trainers 3d. Host meeting at mutually agreeable site in Puerto Rico 3e. Suggest NEJAC-PRS members consider participation in the National EJTC	As needed basis	Number of subcommittee members trained	0.25 FTE	Teresita Rodriguez Terry Wesley

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
4. Attend external forums, seminars, workshops, panels regarding EJ	<p>4a. Maintain active regional calendar of external events</p> <p>4b. Identify those engagements which are both cost-effective and substantive for regional participation</p> <p>4c. Provide EJ information, where appropriate, at these events (publications and/or speaking)</p>	Ongoing	Number of events	0.15 FTE	Terry Wesley Tasha Frazier
5. Participate in Annual Indian Nations meeting	<p>5a. Consult with Regional Indian Program staff</p> <p>5b. Identify EJ-related activities and issues pertaining to Region 2 tribal nations</p> <p>5c. Provide status of these activities</p> <p>5d. Attend annual meetings with SMT</p> <p>5e. Capture highlights, and follow-up action items for response.</p>	Ongoing	<p>Number of activities involved</p> <p>Completed actions</p>	0.2 FTE	Christine Yost Grant Jonathan Terry Wesley

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
6. Continual improvement of Region 2's EJ internet webpage	<p>6a. Coordinate with Region 2 Web Authors.</p> <p>6b. Evaluate information structure and content</p> <p>6c. Collect and post relevant and appropriate information on the Region's internet website.</p>	Ongoing	Release updated EJ website	0.15 FTE	Tasha Frazier

ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX

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/\$)	Lead Contact
1. Conduct regional EJ “101” training to new staff	1a. Coordinate with HRB and Divisional EJ contacts in identifying newly hired staff 1b. Give overview of EJ program at orientation for new employees. 1c. Deliver ½ -day general EJ training 1d. Conduct training session(s) 1e. Update list of regional staff trained	Ongoing	Number of trained staff	0.15 FTE	Terry Wesley Tasha Frazier Dana Williams
2. Expand number of Region 2 EJ Trainers	2a. Seek participation from SMT in identifying staff 2b. 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	Terry Wesley Tasha Frazier Dana Williams

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
3. Conduct workshops to demonstrate GIS applications to use for EJ assessments in Region 2	3a. Solicit participation from managers/staff responsible for conducting EJ assessments 3b. Coordinate activity with GIS Team and ISB 3c. Select available dates and reserve computer training rooms 3d. Provide workshop (along with exercises and post-survey)	Ongoing	Number of GIS-based workshops conducted Number of trained staff	0.15 FTE	Terry Wesley Linda Timander

ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX

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/\$)	Lead Contact
1. Develop a 2-year Strategic Action Plan for NEJAC Puerto Rico Subcommittee	1a. Submit draft Strategic Action Plan to Regional Administrator 1b. Orchestrate meeting with RA to discuss activities (and funding sources) 1c. RA approves NEJAC- PRS Strategic Action Plan	In conjunction with EPA/NEJAC budgetary and program cycles	Development of strategic plan	0.15 FTE	Teresita Rodriguez Terry Wesley

ENVIRONMENTAL JUSTICE STRATEGIES AND ACTIVITIES MATRIX

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/\$)	Lead Contact
1. Maintain updated mailing lists (both physical and electronic)	1a. 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	Tasha Frazier
2. Actively solicit Request for Proposals/ Applications (RFPs/RFAs) for EJ Small Grants program and others	2a. 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	Tasha Frazier

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
3. Host Grant-writing tutorial workshops	3a. Coordinate with GCMB 3b. Identify available dates & locations 3c. Solicit stakeholder participation at workshop 3d. Provide an appropriate questionnaire to gauge participants' understanding of material	09/30/03	Grant writing workshops conducted Number of participants	0.25 FTE	Tasha Frazier, Terry Wesley Rudnell O'Neal
4. Conduct project site visits to existing grant recipients	4a. Develop criteria for selecting existing grantees 4b. Provide notification of site visits, and items that project officer and/or grants specialist would be interested in observing 4c. Perform follow-up activities	09/30/03	Number of on-site visits	0.15 FTE	Terry Wesley Rudnell O'Neal
5. Select project to showcase/highlight in Region	5a. Develop set of criteria for selecting a showcase project 5b. Brief RA 5c. Coordinate with CD, if Press engagement is decided by RA	Ongoing	Number of showcased projects	0.05 FTE	Terry Wesley

Appendix 1

EPA Region 2 Environmental Justice Action Plan Reference Documents

<u>Date</u>	<u>Item</u>
09/93	Region 2 Environmental Justice Charter
02/94	Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low Income Populations
05/94	Region 2 Environmental Justice Workgroup (Regional Order 4700.6)
10/94	Position Description for Region 2 Environmental Justice Coordinator
10/94	Region 2 Environmental Justice Operating Plan
07/95	Region 2 Model Environmental Justice Divisional Plan
09/95	Region 2 Environmental Justice Tracking System
03/96	Water Management Division EJ Plan
04/96	Environmental Justice Implementation Plan (OECA/OEJ publication)
06/96	Caribbean Environmental Protection Division EJ Plan
07/96	Air & Waste Management Division EJ Plan
07/96	Office of Regional Counsel EJ Plan
07/96	Division of Environmental Science and Assessment EJ Plan
07/96	Emergency and Remedial Response Division EJ Plan
07/96	Standard Operating Procedure for EJ Matters in the Region (memorandum)
11/96	Model Plan for Public Participation - developed by NEJAC (OECA/OEJ publication)

<u>Date</u>	<u>Item</u>
12/97	Policy on Translations and Interpretations (Regional Order 1500.1)
09/00	EPA Strategic Plan
12/00	Interim Environmental Justice Policy
01/01	Region 2 Strategic Plan
02/01	Environmental Justice Demographic Tool (a GIS computer application)
08/01	Agency's Commitment to Environmental Justice (Administrator memorandum)
11/01	NEJAC Strategic Plan (OECA/OEJ publication)
12/01	Environmental Justice in EPA Permitting: Reducing Pollution in High-Risk Communities is Integral to the Agency's Mission (NAPA publication)
05/02	Environmental Load Profile w/ Indicators: Air Toxics; TRI Air Emissions; and Facility Density (a GIS computer application)
06/02	EPA Action Plans to Integrate Environmental Justice: Templates and Instructions (Office of Environmental Justice)
09/02	NEJAC Puerto Rico Subcommittee Strategic Plan:2002-2004

Appendix 2

Regional Environmental Justice Workgroup and Environmental Justice Program Contacts

Office of the Regional Administrator

Terry Wesley, Environmental Justice Coordinator, Chair - (212) 637-5027
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