



DEPARTMENT OF AGRICULTURE

OFFICE OF ASSISTANT SECRETARY FOR ADMINISTRATION

WASHINGTON, D. C. 20250-0100

AUG 11 1994

TO: Carol Browner, Chair
Interagency Work Group on Environmental Justice

FROM: Wardell C. Townsend, Jr. *W. Townsend*
Assistant Secretary for Administration

SUBJECT: Outline of USDA's Environmental Justice Strategy

On February 11, 1994, the President signed Executive Order 12898 requiring the development of an Environmental Justice Strategic Plan for every Federal agency. Executive Order 12898 mandates that each Federal agency provide the Working Group with an outline of its proposed Environmental Justice Strategy by August 11, 1994.

Attached please find USDA's outline of its Environmental Justice Strategy as directed in E.O. 12898. Please direct any questions to David Montoya, Director, Office of Civil Rights Enforcement at (202) 720-5212.

Attachment

United States Department of Agriculture

Environmental Justice Strategy -- Outline

Strategy	Responsibility	Completion Date
ORGANIZATION		
1. Identify USDA Programs, Activities, and Functions Which Are or Should Be Involved in Environmental Justice Initiatives. Such programs will include -- • Environmental quality, including assessments, evaluations, and impact statements prepared under the National Environmental Policy Act (NEPA). • Review and compliance activities under Titles VI and IX of the Civil Rights Act of 1964, as amended. • Specific USDA programs having actual or potential environmental, health, and economic effects on low income, minority, and tribal populations, e.g. -- ▶ Soil and water conservation ▶ Forestry management and utilization (including urban forestry) ▶ Research and extension ▶ Farm and producer support programs ▶ Rural development ▶ Food and nutrition programs ▶ Consumer safety • Budget development, analysis, and approval. • Design, construction, and operation of USDA facilities. • Regulatory development, review, and approval. • Public participation and outreach efforts. • Information and publicity on USDA programs and activities. • Other appeal and complaint processes available to the public.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement -- Individual USDA Agencies	10/1/94 (Issuance of Memorandum Requesting Comprehensive Survey) 12/1/94 (Completion of Agency Surveys) [Note: An initial and preliminary environmental justice survey was completed in July. Final program identification will occur after issuance of definitive guidance from the Task Force on Definitions and Standards. Due dates are contingent on timely issuance of guidance material.]
2. Assign Official Responsibilities and Accountability for Environmental Justice Initiatives. Responsibilities and corresponding delegations of authority will be assigned to the following organizational levels -- • Assistant Secretaries for Natural Resources and Environment, and Administration (dual USDA-wide accountability) • Other Under and Assistant Secretaries • Agencies and Departmental Staff Offices	Office of the Secretary	12/1/94

<i>Strategy</i>	<i>Responsibility</i>	<i>Completion Date</i>
3. Document the Assignment of Official Responsibilities and Accountability. Documentation will include -- • Revision of USDA's Official Delegation of Authorities. • Revision of official organization charts (including mission statements) at all USDA levels. • Revision of the formal functional statements for affected organizations and agencies. • Revision of official position descriptions of affected officials. • Revision of established performance standards for SES and non-SES employees.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement -- Office of Personnel Office of the General Counsel	3/1/95
R E S O U R C E S		
4. Identify the Resources Necessary for Development and Initial Implementation of an Environmental Justice Strategy. Resources will be identified in the following areas -- • Human resources • Financial resources • Physical resources • Information resources • Community and other outside resources	Program Under and Assistant Secretaries - Assistant Secretary for Administration -- Office of Civil Rights Enforcement - Chief Financial Officer	12/1/94
5. For Initial Program Implementation, Allocate Sufficient Resources From FY 1995 and FY 1996 Congressional Appropriations to Cover Departmental and Agency Costs. This will cover human, financial and physical resource requirements.	Assistant Secretaries for Natural Resources and Environment, and Administration Agency Heads	1/15/95 (for FY 1995) 10/1/95 (for FY 1996)
6. Develop an Inventory of Information and Community Resources Available and/or Needed for Program Implementation. The inventory will include -- • Information contained in Departmental and agency databases or files. • Relevant assessments and evaluations. • Departmental and agency program plans. • Lists of businesses, and national, regional, and community organizations active or interested in environmental justice.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement - Agency Heads	1/15/95

Strategy	Responsibility	Completion Date
7. Include Environmental Justice Criteria in the Preparation and Evaluation of the USDA FY 1997 Congressional Budget Request. Such criteria may include -- • Adequacy of funds for research and population studies. • Adequacy of funds for program assessments and evaluations. • Adequacy of funds for applicable program enforcement activities. • Adequacy of funds for public participation and information initiatives. • Adequacy of funds requested for specific programs having a significant environmental justice impact.	Deputy Secretary Office of Budget and Program Analysis Under and Assistant Secretaries Agency Heads	4/1/95
P O L I C I E S A N D P R O C E D U R E S		
8. Development and Issuance of a Letter or Memorandum from the Secretary to Under and Assistant Secretaries, and Agency Heads. The Secretary's letter or memorandum would -- • Strongly endorse the concept of environmental justice. • Assign dual and coequal responsibilities for program development, implementation, and oversight to the Assistant Secretaries for Natural Resources and Environment, and Administration. • Provide a status report on activities completed, planned, and in progress.	Office of the Secretary	9/1/95
9. Development and Issuance of a Secretary's Memorandum to Establish a Strong Commitment to and Support for Environmental Justice. The Secretary's Memorandum will be issued to all employees and will contain -- • A vision statement identifying environmental and health issues as integral components of USDA's programmatic activities. • A statement of environmental justice goals, objectives, and priorities for USDA. • An overall agenda for program development and implementation. • General management and oversight responsibilities within USDA. • Target time frames for development and implementation activities. • Assurance of grassroots input (at the agency and community levels) for policy and program development.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement	12/15/94

<i>Strategy</i>	<i>Responsibility</i>	<i>Completion Date</i>
10. Development and Issuance of Draft and Final USDA Strategies for Implementing Environmental Justice Programs in USDA. The USDA strategy will be submitted to the Interagency Working Group on Environmental Justice, as required by E.O. 12898 (dated 2/11/94).	Assistant Secretaries for Natural Resources and Environment, and Administration	12/11/94 (Draft) 2/11/95 (Final)
11. Development and Issuance of a Departmental Regulation (DR) on Environmental Justice. The DR will include documentation on such issues as -- • Overall Government policy. • USDA policy. • Assignment of functions and responsibilities. • Programmatic requirements and procedures. • Development of agency strategic plans (including outcome and evaluation criteria). • Coordination mechanisms. • Training and orientation requirements. • Reporting requirements.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement	3/1/95
12. Revision of Other Applicable Departmental and Agency Regulations to Incorporate Environmental Justice Policies, Procedures, and Requirements. Existing regulations that may be affected and revised include -- • NEPA compliance. • Civil Rights Act implementation and enforcement. • Facilities design, construction, and management. • Public appeals, complaints, and reviews. • Public participation. • Specific program entitlements and availabilities.	Under and Assistant Secretaries Agency Heads Office of the General Counsel	8/1/95
13. Inclusion of Environmental Justice Goals and Objectives in Applicable USDA Strategic Plans. Insofar as practicable, the strategic program and administrative plans of Departmental staff offices and agencies will be updated and revised to incorporate the goals and objectives for environmental justice that have been established at the USDA-level, and to include any agency-specific goals and objectives that may be appropriate.	Office of the Secretary Under and Assistant Secretaries Agency Heads	10/1/95

Prepared By: USDA Environmental Justice Subgroup
Date: August 11, 1994

United States Department of Agriculture
Environmental Justice Strategy -- Outline

<i>Strategy</i>	<i>Responsibility</i>	<i>Completion Date</i>
ORGANIZATION		
1. Identify USDA Programs, Activities, and Functions Which Are or Should Be Involved in Environmental Justice Initiatives. Such programs will include -- • Environmental quality, including assessments, evaluations, and impact statements prepared under the National Environmental Policy Act (NEPA). • Review and compliance activities under Titles VI and IX of the Civil Rights Act of 1964, as amended. • Specific USDA programs having actual or potential environmental, health, and economic effects on low income, minority, and tribal populations, e.g. -- ▸ Soil and water conservation ▸ Forestry management and utilization (including urban forestry) ▸ Research and extension ▸ Farm and producer support programs ▸ Rural development ▸ Food and nutrition programs ▸ Consumer safety • Budget development, analysis, and approval. • Design, construction, and operation of USDA facilities. • Regulatory development, review, and approval. • Public participation and outreach efforts. • Information and publicity on USDA programs and activities. • Other appeal and complaint processes available to the public.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement -- Individual USDA Agencies	10/1/94 (Issuance of Memorandum Requesting Comprehensive Survey) 12/1/94 (Completion of Agency Surveys) [Note: An initial and preliminary environmental justice survey was completed in July. Final program identification will occur after issuance of definitive guidance from the Task Force on Definitions and Standards. Due dates are contingent on timely issuance of guidance material.]
2. Assign Official Responsibilities and Accountability for Environmental Justice Initiatives. Responsibilities and corresponding delegations of authority will be assigned to the following organizational levels -- • Assistant Secretaries for Natural Resources and Environment, and Administration (dual USDA-wide accountability) • Other Under and Assistant Secretaries • Agencies and Departmental Staff Offices	Office of the Secretary	12/1/94

<i>Strategy</i>	<i>Responsibility</i>	<i>Completion Date</i>
3. Document the Assignment of Official Responsibilities and Accountability. Documentation will include -- • Revision of USDA's Official Delegation of Authorities. • Revision of official organization charts (including mission statements) at all USDA levels. • Revision of the formal functional statements for affected organizations and agencies. • Revision of official position descriptions of affected officials. • Revision of established performance standards for SES and non-SES employees.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement -- Office of Personnel Office of the General Counsel	3/1/95
RESOURCES		
4. Identify the Resources Necessary for Development and Initial Implementation of an Environmental Justice Strategy. Resources will be identified in the following areas -- • Human resources • Financial resources • Physical resources • Information resources • Community and other outside resources	Program Under and Assistant Secretaries Assistant Secretary for Administration -- Office of Civil Rights Enforcement Chief Financial Officer	12/1/94
5. For Initial Program Implementation, Allocate Sufficient Resources From FY 1995 and FY 1996 Congressional Appropriations to Cover Departmental and Agency Costs. This will cover human, financial and physical resource requirements.	Assistant Secretaries for Natural Resources and Environment, and Administration Agency Heads	1/15/95 (for FY 1995) 10/1/95 (for FY 1996)
6. Develop an Inventory of Information and Community Resources Available and/or Needed for Program Implementation. The inventory will include -- • Information contained in Departmental and agency databases or files. • Relevant assessments and evaluations. • Departmental and agency program plans. • Lists of businesses, and national, regional, and community organizations active or interested in environmental justice.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement Agency Heads	1/15/95

<i>Strategy</i>	<i>Responsibility</i>	<i>Completion Date</i>
7. Include Environmental Justice Criteria in the Preparation and Evaluation of the USDA FY 1997 Congressional Budget Request. Such criteria may include -- • Adequacy of funds for research and population studies. • Adequacy of funds for program assessments and evaluations. • Adequacy of funds for applicable program enforcement activities. • Adequacy of funds for public participation and information initiatives. • Adequacy of funds requested for specific programs having a significant environmental justice impact.	Deputy Secretary Office of Budget and Program Analysis Under and Assistant Secretaries Agency Heads	4/1/95
POLICIES AND PROCEDURES		
8. Development and Issuance of a Letter or Memorandum from the Secretary to Under and Assistant Secretaries, and Agency Heads. The Secretary's letter or memorandum would -- • Strongly endorse the concept of environmental justice. • Assign dual and coequal responsibilities for program development, implementation, and oversight to the Assistant Secretaries for Natural Resources and Environment, and Administration. • Provide a status report on activities completed, planned, and in progress.	Office of the Secretary	9/1/95
9. Development and Issuance of a Secretary's Memorandum to Establish a Strong Commitment to and Support for Environmental Justice. The Secretary's Memorandum will be issued to all employees and will contain -- • A vision statement identifying environmental and health issues as integral components of USDA's programmatic activities. • A statement of environmental justice goals, objectives, and priorities for USDA. • An overall agenda for program development and implementation. • General management and oversight responsibilities within USDA. • Target time frames for development and implementation activities. • Assurance of grassroots input (at the agency and community levels) for policy and program development.	Assistant Secretaries for Natural Resources and Environment, and Administration --- Office of Civil Rights Enforcement	12/15/94

<i>Strategy</i>	<i>Responsibility</i>	<i>Completion Date</i>
10. Development and Issuance of Draft and Final USDA Strategies for Implementing Environmental Justice Programs in USDA. The USDA strategy will be submitted to the Interagency Working Group on Environmental Justice, as required by E.O. 12898 (dated 2/11/94).	Assistant Secretaries for Natural Resources and Environment, and Administration	12/11/94 (Draft) 2/11/95 (Final)
11. Development and Issuance of a Departmental Regulation (DR) on Environmental Justice. The DR will include documentation on such issues as -- • Overall Government policy. • USDA policy. • Assignment of functions and responsibilities. • Programmatic requirements and procedures. • Development of agency strategic plans (including outcome and evaluation criteria). • Coordination mechanisms. • Training and orientation requirements. • Reporting requirements.	Assistant Secretaries for Natural Resources and Environment, and Administration -- Office of Civil Rights Enforcement	3/1/95
12. Revision of Other Applicable Departmental and Agency Regulations to Incorporate Environmental Justice Policies, Procedures, and Requirements. Existing regulations that may be affected and revised include -- • NEPA compliance. • Civil Rights Act implementation and enforcement. • Facilities design, construction, and management. • Public appeals, complaints, and reviews. • Public participation. • Specific program entitlements and availabilities.	Under and Assistant Secretaries Agency Heads Office of the General Counsel	8/1/95
13. Inclusion of Environmental Justice Goals and Objectives in Applicable USDA Strategic Plans. Insofar as practicable, the strategic program and administrative plans of Departmental staff offices and agencies will be updated and revised to incorporate the goals and objectives for environmental justice that have been established at the USDA-level, and to include any agency-specific goals and objectives that may be appropriate.	Office of the Secretary Under and Assistant Secretaries Agency Heads	10/1/95

Prepared By: USDA Environmental Justice Subgroup
Date: August 11, 1994