

White House Initiative on Asian Americans & Pacific Islanders

U.S. Environmental Protection Agency

## **Fiscal Year 2001 Plan**

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## **PART I**

### **EXECUTIVE SUMMARY**

The U.S. Environmental Protection Agency (EPA) is responsible for protecting human health and safeguarding the natural environment – air, water, and land – upon which life depends. The Agency's programs and services educate the public on environmental factors that impact human health and ecosystems, and assure compliance with federal environmental requirements. Whenever possible, EPA seeks to partner with communities, businesses, state and local government, and other stakeholders so that they can make informed decisions about issues that may affect their local environment, health and livelihood.

EPA is working to implement the goals of Executive Order 13125, to improve the quality of life of Asian Americans and Pacific Islanders (AAPIs). The Agency's FY01 Plan outlines a broad range of objectives and strategies, to be implemented both nationally and regionally, to address the public health and environmental needs of AAPIs.

EPA's overarching, long-term strategy is to promote opportunities for community, economic development, education, and employment partnerships. Using this approach, the Agency is committed to working with AAPI communities to identify and address their specific environmental and public health-related concerns.

EPA's approach to responding to the needs of AAPIs reflects lessons learned in a series of listening sessions with AAPI communities across the country. The following list highlights some of EPA's activities that support the strategic goals of the White House Initiative on AAPIs.

#### **1. Institutionalize Agency-wide mechanisms to address AAPI issues.**

- Establish an Agency-wide special outreach initiatives workgroup to address the needs of underserved populations, including AAPIs.
- Develop an Agency-wide communications strategy to reach out to AAPI communities, which includes the development of an AAPI Web site to serve as an information clearinghouse and to solicit feedback on EPA's strategies..
- Track racial/ethnic data in the grant and contracts management information systems.

#### **2. Improve research and data collection on the AAPI population and its sub-populations.**

- Work with federal, state, and local entities to collect information on the percentage of migrant farm workers that are AAPI.
- Work with other federal agencies to address food consumption issues that adversely impact AAPI sub populations.

#### **3. Promote AAPI access to government services.**

- Develop and maintain a comprehensive list of community groups and other non-governmental

organizations serving the AAPI community to provide outreach on future federal assistance and procurement opportunities.

- Ensure equal access and fairness in the award of research funds.

**4. Develop and/or enhance programs and initiatives directed at the unmet needs of AAPIs.**

- Improve communication about Agency activities at sites in AAPI communities.
- Develop a voluntary partnership program to help businesses reduce the risk of chemicals to workers, communities, and the environment.
- Help families and communities make informed decisions concerning environmental exposures that may affect their health.

**5. Increase participation of AAPIs in government-sponsored training programs.**

- Provide training opportunities that provide needed skills for AAPIs to reduce risks and improve the level of environmental and public health protections in their communities.
- Provide training opportunities that concentrate on the skills Agency AAPI employees need to address future Agency requirements and that provide career advancement opportunities.

**6. Ensure adequate representation of AAPIs in the departmental workforce and its operations.**

- Establish ties with community based Asian studies programs at U.S. colleges and Universities to improve recruitment of AAPIs.
- Improve data collection with respect to Asian Americans and Pacific Islanders.
- Improve AAPI employee representation in all of the Agency's programs and Regional operations, through such mechanisms as Diversity Action Plans.

**7. Increase outreach to AAPI communities to establish public-private partnerships that will promote appropriate linguistically and culturally competent services.**

- Develop and implement an Agency-wide protocol to assure the availability of linguistically and culturally sensitive information, program and services
- Cooperate with other government agencies to establish a vertical partnership between federal, state, and local agencies to discuss and identify responsibilities and implement actions to address AAPI issues.

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**White House Initiative on Asian Americans and Pacific Islanders**

**FISCAL YEAR 2001 PLAN**

(last revised 8/15/00)

**STRATEGIC GOAL #1: Institutionalize an agency-wide mechanism to address AAPI issues**

<b>Objective</b>	<b>Strategy/Activity</b>	<b>Time Frame</b>	<b>Performance Measure</b>	<b>Lead Entity and Contact Person</b>
1. Establish a Minority Community Initiatives Committee to promote and coordinate environmental and public health-related outreach, economic development, community partnerships, educational and employment opportunities, and other activities related to underserved populations (e.g. AAPIs, Hispanics, etc.)	<p>a. Identify representatives from Offices and Regions as the main points of contact; gather additional stakeholder feedback as necessary</p> <p>b. Monitor the implementation of AAPI strategies and other minority initiatives by designated Offices and Regions</p>	<p>a. December 2000</p> <p>b. Ongoing</p>	<p>a1. Set up committee</p> <p>a2. Identify members</p> <p>b. Meet periodically and review progress of activities</p>	Judy King Office of Human Resources and Organizational Services (202) 564-3310
2. Develop an agency-wide Communications Strategy to reach out to AAPI communities	<p>a1. Develop a Translations Protocol (guidance document) for translating general outreach materials into Asian and Pacific Islander languages</p> <p>a2. Develop an AAPI Outreach document for distribution to communities, including strategies for community partnerships</p> <p>a3. Develop a resource list of AAPI media contacts</p>	a. May 2001	<p>a1. Translations protocol developed</p> <p>a2. AAPI Outreach document completed</p> <p>a3. Media list completed</p>	Marla Hendriksson Office of Human Resources and Organizational Services (202) 564-1897
3. Begin tracking racial/ethnic data in grant and contracts management information systems	<p>a1. Include AAPI and other minority data in the Integrated Grants Management System</p> <p>a2. Include AAPI and other minority data in the Integrated Contracts Management System</p>	<p>a1. October 2000</p> <p>a2. October 2000</p>	a. Begin tracking AAPI and other minority data in grants and contracts	<p>Marty Monell Office of Grants and Debarment (202) 564-5295</p> <p>Judy Davis Office of Acquisitions Management (202) 564-4310</p>

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
4. Develop and manage an AAPI website to serve as an information clearinghouse for AAPIs and an outlet for continued feedback on EPA's strategies and activities related to AAPIs	a1. Develop website for AAPI information a2. Update and maintain website with the most current information b. Host an AAPI web conference to gather community feedback on environmental, public health, and other AAPI-related issues	a1. May 2001 a2. Ongoing b. May 2001	a. Website launched and maintained b. Web conference held; feedback gathered	Marla Hendriksson Office of Human Resources and Organizational Services (202) 564-1897
5. Increase AAPI awareness of agency-wide grant and contracting opportunities	a. Begin providing technical assistance for prospective grant applicants, and encourage the use of grant-writing tutorials as part of the Grant Compliance Initiative b. Develop outreach materials for AAPI businesses, community groups, and other organizations serving the AAPI community to increase awareness of grant and contracting opportunities	a. September 2001 b. Ongoing	a. Increase in the number of grants and contracts to AAPI organizations and/or AAPI-serving organizations	Marty Monell Office of Grants and Debarment (202) 564-5295 Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386
6. Enrich the diversity in the pool of eligible candidates for employment, participation in workgroups, special assignments, etc. in the Regional offices	a. Evaluate the selection processes for new employee hires, for Regional workgroups, special assignments, etc. b. Identify activities to recruit a diverse pool of eligible individuals	a. Ongoing	a. Work with EEO Managers, HR, Diversity Initiatives Steering Committee and Special Emphasis Program Manager to promote diversity in all Regional workforce arenas	Judy King Office of Human Resources and Organizational Services (202) 564-3310
7. Increase the representation and participation of AAPIs in Federal Advisory Committees	a. Compile a list of known AAPI organizations and contacts in a resource directory b. Actively market the AAPI Resource Directory within EPA	a. December 2000 b. September 2001	a. Draft directory completed b. Increase in the number of AAPIs participating in FACAs	Tim Sherer, Program Manager Office of Cooperative Environmental Management 202-564-5984 Marva King, Senior Program Analyst Office of Environmental Justice 202-564-2599

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
8. Increase dialogue with regional Asian American Leaders	a1. Provide Asian American leaders with spectrum of urban environmental issues impacting their constituents  a2. Work with AAPI Leaders to translate environmental information for use in Asian language media  a3. Collect and further distribute articles for use by other Regions	a. March 2001	a. Information disseminated to community	James Younger, Director (OCR) and Suzanne Bairos, AAPI Program Manager Region 1 (617) 918-1892  Cynthia Yu-Robinson AAPI Program Manager Region 3 (215) 814- 5557
9. Conduct marketing outreach activities to universities and colleges in various EPA Regions with a high population of AAPIs to promote diversity in recruitment	a. Assess the demographics of local colleges and universities  b. Talk with Partners In Equality about targeting schools with AAPI populations	a. July 2001  b. September 2001	a. Review of local information  b. Meeting with Partners in Equality	James Younger, Director (OCR) and Suzanne Bairos, AAPI Program Manager Region 1 (617) 918-1892  Cynthia Yu-Robinson AAPI Program Manager Region 3 (215) 814- 5557

**STRATEGIC GOAL #2:** Improve research and data collection on the AAPI population and its sub-populations

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
1. Scope the possibility of convening a future National Environmental Justice Interagency Roundtable on AAPIs to identify environmental and public health-related issues that warrant more research and data collection	a. Establish a dialogue with federal agencies and other stakeholders  b1. Convene an interagency and key stakeholders planning meeting  b2. Determine next steps	a. October 2000  b. October 2000  (resources permitting)	a. Key players and other stakeholders identified  b. Lead agency (or agencies) and possible resource needs and commitments identified	Danny Gogal Office of Environmental Justice (202) 564-2597
2. Establish a quarterly status report schedule to get updated reports on the status of OPPTS AAPIs from OCR and/or OPPTS Human Resources(HR) staff	a. Develop a quarterly status report schedule with the OPPTS OCR SEPM and/or OPPTS HR staff	a. March 2001	a. Start receiving updated status reports on OPPTS AAPIs from OCR and/or OPPTS	Office of Prevention, Pesticides & Toxic Substances (OPPTS) Jeff Billingslea (OPP) (703)308-1838; Patricia Keitt (OPPT) (202) 260-5678; and Inza Graves (OSCP) (202) 260-2611
3. Work with other federal/state/local entities to collect information on the percentage of migrant and other farm workers that are AAPIs	a1. Collect info. from the Regions/States on the % of migrant and other farm workers that are AAPIs  a2. Compile a report on the % migrant and other farm workers that are AAPIs by Region and/or State  a3. EPA/DOL funded Natl Agricultural Workers Survey (NAWS)	a. September 2001	a1. Information collected  a2. Report compiled  a3. Draft survey developed	Office of Prevention, Pesticides & Toxic Substances (OPPTS) Ana Maria Osorio (OPP) (703) 305-7891; Tom Lavery (OPPT) (202) 260-0768; and Inza Graves (OSCP) (202) 260-2611

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
4. Establish a working relationship with USDA, FDA and other gov't entities to address pesticide and food consumption issues that may adversely impact AAPIs	a1. Form a cross-agency working group to address AAPi issues a2. Identify key pesticide and food consumption issues that adversely affect AAPIs a3. Consider future research and data collection activities with cross-agency cooperation to address AAPi issues (e.g., enhance the USDA food consumption survey; develop an FDA food survey on imported food) a4. Identify other federal agencies to address similar cross-agency AAPi issues	a. September 2001	a1. EPA/FDA/USDA workgroup formed a2. Issues identified a3. AAPi activities identified	Office of Prevention, Pesticides & Toxic Substances (OPPTS) Contact - TBD
5. Work with other EPA offices to assure that the monitoring plan developed for priority Persistent Bioaccumulative Toxicants (PBTs) reflects baselines affecting subsistence fisher populations, including AAPIs	a. Include AAPIs in subsistence fisher population group definition	a. September 2001	a. Inclusion of AAPi subpopulations in definition of subsistence fisher population group	Tom Murray Office of Pollution Prevention & Toxics (202) 260-1876
6. Continue studies on the coral reef ecosystem integrity in the Pacific islands	a. Award Research Grants for Integrating Coral Reef Ecosystem Integrity and Restoration Options with Watershed-based activities in the Tropical Pacific Islands and the Societal Costs of Poor Land-use Practices b. Award Research Grant for Development of Environmental Assessment, Mitigation and Restoration Techniques for Coral Reefs	a. October 2000 b. October 2000	a. Research Grant awarded to Universities of Guam and Hawaii b. Research Grant awarded to University Guam	Barbara Levinson Office of Research and Development/NCER (202) 564-6911

**STRATEGIC GOAL #3:** Promote AAPI access to governmental services

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
1. Develop a comprehensive list of community groups and other non-governmental organizations serving the AAPI community	a. Work with Programs, regions and state offices to compile a list of groups	a. January 2001	a. Contact list completed	Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386
2. Identify currently available government, non-profit, and private resources for providing non- English speaking members of targeted AAPI communities with access to toxic chemical and pesticide safety help in their language. Identify possible new mechanisms for meeting resource and translation needs to non-English speaking members of AAPI communities	a. Complete inventory of existing public resources (within EPA, other Agencies, and in the non-profit arena) providing AAPI communities with health and safety information.	a. September 2001	a. Inventory completed	Office of Prevention, Pesticides & Toxic Substances (OPPTS) Charles Franklin (OPP) (703) 305-5017; Tom Laverty (OPPT) (202) 260-0768); and Inza Graves (OSCP) (202) 260-2611
3. Continue to manage the ORD Grant Fellowship and Scholarship Programs to ensure equal access and fairness in the awarding of research funds	a. Evaluate the peer review process of proposals	a. Ongoing	a. Grants with the University of Guam and the University of Hawaii	Barbara Levinson Office of Research and Development/NCER (202) 564-6911
4. Develop and maintain a comprehensive list of community groups and other non-governmental organizations serving the AAPI community to provide outreach on future procurement opportunities with EPA	a. Work with programs, regions, and state offices to compile a list of groups  b. Periodically update the list and send information regularly	a. January 2001  b. Ongoing	a. List completed	Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386
5. Hold a forum for AAPI businesses and other organizations to increase their awareness of contracting opportunities	a. Host an AAPI Counseling Day	a. May 2001	a. Forum held	Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
6. Develop a communication strategy for outreach to Special Emphasis Communities, including AAPI communities	<p>a. Identify AAPI subpopulations at risk from pesticide related exposure or otherwise in need of basic pesticide health and safety information. Determine special factors affecting appropriate dissemination approaches to these communities</p> <p>b. Finalize strategy and procure resources for FY2002 implementation</p>	<p>a. April 2001</p> <p>b. July 2001</p>	<p>a. Strategy document finalized</p> <p>b. Necessary resources allocated to support implementation</p>	Office of Prevention, Pesticides & Toxic Substances (OPPTS) Charles Franklin (OPP) (703) 305-5017; Tom Lavery (OPPT) (202) 260-0768; Inza Graves (OSCP) (202) 260-2611; and ongoing support from AAPI Special Emphasis Managers
7. Utilize the Translations and Interpretative Service contract available through GSA	<p>a1. Utilize contract to provide document translation for various Water related issues</p> <p>a2. Utilize the contract to provide multilingual interpretation services for Water related meetings and such</p>	a. September 2001	<p>a1. Document availability on various water issues</p> <p>a2. AAPI participation in meetings</p>	Debbie Shigenaga, Office of Water 202-260-1601
8. Promote Region 3 activities through Internet links with website commonly used by AAPIs	<p>a. Provide AAPI web site hosts with the Region 3 web link</p> <p>b. Address benefits of accessing Region 3 information through web site</p>	<p>a. October 2001</p> <p>b. January 2001</p>	<p>a. Work with Information Resources Management Branch to advertise the web link</p> <p>b. Draft letter to AAPI web link hosts</p>	Cynthia Burrows, EEO Mgr. Region 3 (215-814-5328)
9. Increase AAPI awareness of grant and contracting opportunities in Region 7	a. Disseminate grant and contract information to AAPI communities	a. May 2001, Ongoing	a. An increased number of grants and contracts to AAPI organizations or AAPI-serving organizations	Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369

**STRATEGIC GOAL #4:** Develop and/or enhance programs and initiatives directed at the unmet needs of AAPIs

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
1. Increase dialogue with AAPI communities to identify toxic chemical and pesticide-related outreach needs, and develop strategies to address these needs	a1. Conduct AAPI outreach meetings a2. Report findings from meetings to management a3. Develop a mechanism for feedback	a. September 2001	a. Reports on AAPI outreach meetings given to management and announced in OPPTS Weekly Reports	Office of Prevention, Pesticides & Toxic Substances (OPPTS) Terri Stowe (OPP) (703) 305-6117; Tom Lavery (OPPT) (202) 260-0768; and Inza Graves (OSCP) (202) 260-2611
2. Reduce priority PBT (Persistent Bioaccumulative Toxicant) exposure of sensitive subpopulations of women and children and subsistence and recreational fishers, including AAPIs, with outreach and education (e.g., fish advisories)	a. Include AAPIs in risk communication outreach efforts of the PBT initiative	a. September 2001  (proposed - pending OD/DAA support)	a. Increase in the number of fish advisories specifically aimed at AAPI populations	Tom Murray Office of Pollution Prevention & Toxics (202) 260-1876
3. Improve communication of clean-up activities in all areas affected by hazardous waste sites	a1. Provide outreach to all communities a2. Translate materials (e.g. fact sheets, advisories, and posted warning signs) into AAPI languages	a. Ongoing	a1. Convene public meetings a2. Documents translated	Laurie May, Director Organizational Management and Integrity Staff Office of Solid Waste & Emergency Response (202) 260-4610
4. Increase dialogue with AAPI communities to identify solid waste outreach needs and develop strategies to meet address these needs	a1. Conduct a customer survey under the Agency's Customer Service ICR and/or a2. Form an AAPI focus group	a. As resources permit	a. Customer survey and/or AAPI focus group conducted	Laurie May, Director Organizational Management and Integrity Staff Office of Solid Waste & Emergency Response (202) 260-4610
5. Increase outreach regarding innovative technologies used to characterize hazardous waste sites and to help clean up sites	a1. Consider translating technical documents into AAPI languages a2. Improve the distribution of technical documents to AAPI businesses	a. As resources permit	a. Documents translated	Laurie May, Director Organizational Management and Integrity Staff Office of Solid Waste & Emergency Response (202) 260-4610

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
6. Prevent and address releases from underground storage tanks (UST)	a1. Clean-up leaking UST contamination a2. Promote compliance with EPA and State requirements for leak detection and the upgrading, replacing, or closure of substandard tanks	a. Ongoing	a. Reduce or control the risk to human health and the environment at UST sites	Laurie May, Director Organizational Management and Integrity Staff Office of Solid Waste & Emergency Response (202) 260-4610
7. Address and respond to areas affected by hazardous waste contamination	a1. Clean-up and provide technical assistance on hazardous waste sites a2. Promote safe management of hazardous waste	a. Ongoing	a. Reduce or control the risk to human health and the environment at hazardous waste sites.	Laurie May, Director Organizational Management and Integrity Staff Office of Solid Waste & Emergency Response (202) 260-4610
8. Provide guidance to recipients of Federal financial assistance who administer education programs or activities and promote consistent and adequate enforcement of Title IX by the Federal agencies	a. Publish the Final Common Rule in the Federal Register	a. October 2000	a. Elimination of sex discrimination in education programs or activities that receive financial assistance from Federal government under Title IX	Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283
9. Provide guidance to EPA, OCR on processing and investigating Title VI complaints and to provide guidance to recipients of Federal financial assistance on Title VI obligations	a1. Review the public comments received on the draft Title VI guidance documents (Title VI Guidance for EPA Assistance Recipients Administering Environmental Permitting Programs and Guidance for Investigating Title VI Administrative Complaints Challenging Permits), especially comments pertinent to AAPIs a2. Finalize the Title VI guidance documents	a. September 2001	a. Decrease in the number of complaints filed	Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283
10. Develop an agenda to meet the business needs of the AAPI community	a1. Host an annual Asian American and Pacific Islander Business Counseling Day a2. Provide a survey during the session and maintain a list of contractors that attend sessions for follow-up a3. Provide one-on-one sessions	a. On-going	a. AAPI business needs identified, addressed	Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
<p>11. Develop a voluntary partnership program to help businesses integrate environmental concerns with everyday decision-making on cost and performance to reduce the risk of chemicals to workers, communities, and the environment</p>	<p>a. Develop outreach mechanisms to educate AAPIs working at nail/manicure salons about the risk of chemicals used for their daily job routine</p>	<p>a. September 2001</p>	<p>a1. Number of salon owners/ workers attending EPA workshop</p> <p>a2. Number of salons implementing EPA recommendations</p> <p>a3. Number of radio broadcasts or newspaper ads on the subject</p>	<p>Region 6 Compliance Assurance, Enforcement Division, and External Affairs Contact person - TBD</p>
<p>12. Help families and communities make informed decisions concerning environmental exposures which may cause illnesses in their children</p>	<p>a. Develop outreach mechanism to educate AAPI parents and children about the risk of pesticide chalk, indoor radon, contaminated lead-based paint, second-hand smoke, and indoor air problems</p> <p>b. Train lay health educators to conduct this outreach in their communities (similar to <i>promotoras</i> concept in the border)</p>	<p>a. August 2001</p> <p>b. Ongoing</p>	<p>a1. Number of families receiving brochures on these issues</p> <p>a2. Number of radio broadcasts or newspaper ads on the subject</p> <p>b1. Number of lay health educators trained</p> <p>b2. Number of families reached by lay health educators</p>	<p>Region 6 Multimedia and Permitting Division and External Affairs Contact persons - TBD</p>
<p>13. Address the problem of sanitary/sewage overflow at some community villages/apartments</p>	<p>a1. Conduct site visit to determine the cause of the problem</p> <p>a2. Work with City of Houston to seek solutions to the problem</p> <p>a3. Communicate with the villagers on EPA findings and possible solutions</p>	<p>a. September 2001</p>	<p>a. Number of overflows that have been eliminated or reduced</p>	<p>Region 6 Compliance Assurance, Enforcement Division, and External Affairs Contact persons - TBD</p>

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
<p>14. Educate the AAPI community on possible health risks due to their food consumption patterns</p>	<p>a1. Educate the community on the risk of consuming imported products which often are not regulated</p> <p>a2. Help AAPI community better understand and balance the potential risks from seafood consumption with its significant health benefits and cultural significant</p> <p>a3. Educate the community on the danger of using imported lead-glazed pottery</p>	<p>a. August 2001</p>	<p>a. Disseminate food consumption information through local AAPI community network</p>	<p>Region 6 Multimedia and Permitting Division; Water Quality Division; and External Affairs Contact persons - TBD</p>
<p>15. Identify AAPI populations and subpopulations in Region 7 and target areas which may have environmental and public health concerns</p>	<p>a. Gather population data and analyze with the use of GIS</p> <p>b. Choose the top three highest density population areas and conduct "Listening Tours"</p> <p>c. Create a Region 7 AAPI environmental needs assessment document</p>	<p>a. October 2000</p> <p>b. March 2001</p> <p>c. May 2001</p>	<p>a. Analysis of AAPI populations in Region 7 completed</p> <p>b. Listening Tours conducted</p> <p>c. AAPI Community Environmental Needs Assessment Report completed</p>	<p>Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369</p>

**STRATEGIC GOAL #5:** Increase participation of AAPIs in government-sponsored training programs

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
1. Continue to build upon existing Cooperative Agreements in place with EPA/ORIA University of Nevada Las Vegas Student Internship program	a. Continue to allow 1 FTE to focus on this item	a. September 2001	a. Placement of Interns in OAR program	Office of Air and Radiation/ORIA Andrea Stafford (702) 798-2449 and Craig Gill (202) 564-9358
2. Provide training opportunities that will concentrate on the skills that AAPI employees need to advance in their careers	a1. Evaluate the AAPI workforcesurvey and identify the training needs for AAPI employees a2. Identify the trainers for the identified training needs a3. Arrange the training	a1. May 2001 a2. September 2001	a. Increased number of AAPI employees attending these training workshops	Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283
3. Increase all employees' understanding of Title VII Complaints Resolution process	a. Provide training on Title VII to all employees, including AAPIs	a. Ongoing	a1. Reduction in the number of and average processing time of formal complaints a2. Increase in the informal complaint resolution rates a3. Early participation in the Alternative Dispute Resolution (ADR) Program a4. Informed decisions by those employees contemplating filing a complaint under Title VII of the CRA of 1964 as amended	Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
4. Encourage AAPIs to apply for government sponsored training programs and for OPPTS to designate slots to AAPIs based on the % AAPIs in each Office	<p>a. Encourage AAPIs to apply for government sponsored training programs through AAPI focus group meetings and e-mails announcements</p> <p>b. Brief and/or send a written report to managers on % AAPIs in their Office and request that they set aside training slots for that % of AAPI employees</p> <p>c. Monitor progress of AAPI participation in training programs</p>	<p>a. September 2001</p> <p>b. Ongoing</p> <p>c. Ongoing</p>	<p>a. Report of % of AAPIs in each OPPTS Office</p> <p>b. Conduct briefing and/or submit a report for managers on the training needs of AAPIs, % AAPIs in their Offices; request for training slots to be held for that % of AAPI employees</p> <p>c. Report on progress of AAPI participation in training programs</p>	Office of Prevention, Pesticides & Toxic Substances (OPPTS) - Terri Stowe (OPP) (703) 305-6117; Anne Kim (OPPT) (202) 260-1273; and Inza Graves (OSCP) (202) 260-2611
5. Set up IDP training, KSA workshops, resume-writing workshops in Region 7	a. Coordinate with Human Resources to put on the training sessions and workshops	a. December 2000	a. All Region 7 AAPIs attend all three sessions	Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369
6. Encourage AAPI employees in Region 7 to participate in EPA-designed training for mid-level competencies	a. Show AAPIs the benefits of attending these training	a. Ongoing	a. Measured increased numbers of AAPIs attending training	Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369

**STRATEGIC GOAL #6:** Ensure adequate representation of AAPIs in the departmental workforce and its operations

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
1. Focus efforts on increasing the representation of AAPIs in the applicant pool	<p>a. Continue to target recruiting primarily through AAPI organizations, recruitment fairs, and contacts in universities with large AAPI populations</p> <p>b. Develop a jointly coordinated recruitment outreach strategy (including standard operating procedures) with the Office of Human Resources and Organizational Services (OHROS), Office of Civil Rights (OCR), and HQ's program offices</p>	<p>a. Ongoing</p> <p>b. May 2001</p>	<p>a. Vacancy announcements distributed</p> <p>b. Communications strategy and procedures implemented</p>	<p>Judith King Office of Human Resources &amp; Organizational Services (202) 260-3310</p> <p>Don Sadler (OCS) Office of Human Resources &amp; Organizational Services (202) 260-3333</p>
2. Improve relevance of Federal data on race and ethnicity with respect to Asian Americans and Pacific Islanders	<p>a. Assess feasibility of disaggregating AAPI reporting into two categories: Asian Americans and Native Hawaiian and Other Pacific Islanders (NHOPI)</p>	<p>a. April 2001</p>	<p>a. Decision to disaggregate AAPI reporting</p>	<p>Paulette Ellison (IMSD) Office of Human Resources &amp; Organizational Services (202) 260-3424</p>
3. Continue to raise the awareness of the diversity of EPA employees in order to create a productive and harmonious workplace environment	<p>a. Work with the offices and regions to observe the annual Asian Pacific American Heritage Month</p> <p>b. Work with the Asian Pacific American Council to organize diversity programs and activities</p>	<p>a. May 2001</p> <p>b. Ongoing</p>	<p>a. Number of employees attending Asian Heritage Month Activities other than Asians</p>	<p>Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283</p>

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
4. Promote the advancement of AAPI employees to senior grades and management positions	<p>a. Encourage API employees to participate in EPA-designed training for mid-level and leadership competencies</p> <p>b. Set up IDP training, KSA (knowledge, skills, abilities) workshops, resume-writing workshops</p> <p>c. Identify champions and mentors for APIs, approach them for support of career advancement goals. Mentor relationships to be written into individual IDPs of APIs</p> <p>d. Establish informal 'buddy' system of support by API peers, for ad hoc assistance on writing assignments, etc.</p>	<p>a. On-going</p> <p>b. At least one per quarter for first 3 quarters of FY 2001</p> <p>c. June 2001</p> <p>d. July 2001</p>	<p>a. Increase in the number of AAPIs in management positions</p> <p>b. Training conducted</p> <p>c. List of champions completed</p>	Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283
5. Assess the quality of work life of AAPI employees in EPA	<p>a. Evaluate the quality and relevance of the results from survey conduct in FY00</p> <p>b. Report development of the findings of the survey to senior management and provide recommendations</p>	<p>a. December 2000</p> <p>b. May 2001</p>	<p>a. Report on Quality of Work Life</p> <p>b. Implementation of report recommendations</p>	Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283
6. Institutionalize best management practices for career enhancement (for internal use only)	<p>a1. Promote AAPI participation in management training, including IDP and resume writing, interviewing skills, presentation skills, interpersonal and management skills, communication skills, assertiveness training</p> <p>a2. Encourage APIs to plan for longer-term professional training like graduate courses and degrees</p>	<p>a. On-going</p>	<p>a. Number of AAPIs participating in training activities</p>	Versha Kumar, AAPI National Program Manager Office of Civil Rights (202) 564-7283
7. Continue to build upon AAPI representation as Special Emphasis coordinators in OAR programs	<p>a. Continue to have 2 FTEs presently focus on OAR-wide Diversity efforts. One serves on OAR's Diversity Action Plan Workgroup. One is located at OAR's Ann Arbor, MI lab and the other is in the Radiation and Indoor Environment lab at Las Vegas, NV</p>	<p>a. Ongoing</p>	<p>a. Increase FTE from two to three AAPI Program Managers in OAR by Fall of 2001</p>	Office of Air and Radiation Human Resources Division Barbara Pabotoy (202) 564-7421 and Jerome King (202) 564-7429

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
8. Focus efforts to increase the recruitment of AAPIs for the ECO Intern Program	a. Encourage recruitment into the ECO program at AAPI-serving institutions and organizations	a. September 2001	a. Increase in the diversity of the applicant pool	Renee Goins ECO Intern Manager Office of Environmental Justice (202) 564-2598
9. Enrich the diversity of the OPPTS workforce	a. Develop and institute a hiring plan to evaluate and address areas of underrepresentation in the OPPTS workforce	a. March 2001	a. Increase in the diversity of the applicant pool	Office of Prevention, Pesticides & Toxic Substances (OPPTS) - Terri Stowe (OPP) (703) 305-6117; Anne Kim (OPPT) (202) 260-1273; and Inza Graves (OSCP) (202) 260-2611
10. Focus efforts to increase the recruitment of AAPI employees into the OSWER workforce	<p>a. Disseminate job announcements, particularly administrative employment vacancies, to AAPI networks</p> <p>b. Continue our long-term recruitment and educational partnership with the University of Arizona.</p> <p>c. Continue our participation in a multi-cultural Career Fair sponsored by the University of Maryland, College Park, and a similar fair at the Baltimore County campus.</p> <p>d. Participate in an annual conference for AAPIs.</p>	<p>a. October 2000</p> <p>b. September 2001, ongoing</p> <p>c. Ongoing</p> <p>d. October 2001</p>	a. Increase in the pool of AAPI applicants	Laurie May, Director Organizational Management and Integrity Staff Office of Solid Waste & Emergency Response (202) 260-4610
11. Involve groups and institutions in the recruitment of Asian Americans and Pacific Islanders (AAPI) for Office of Water vacancies	<p>a1. Identify AAPI organizations and educational institutions with AAPI populations and establish mechanisms for informing them of Office of Water vacancies</p> <p>a2. Target these contacts in all FY2001 recruitment efforts</p>	a. March 2001	<p>a1. List of AAPI-related contacts</p> <p>a2. Number of AAPI applicants</p>	Corinne Wellish, Director Management and Operations Staff Office of Water (202) 260-5392

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
12. Develop an outreach mechanism in Region 6 to inform AAPI students/graduates about their employment opportunities with EPA	a1. Post the EPA announcements at the colleges'/universities' placement office a2. Attend/open job fairs in the AAPI community a3. Advertise EPA positions in the AAPI community media (newspaper, radio) b. Develop outreach mechanism to let AAPI students or graduates know how to use EPA's website for job searches and place OPM job kiosks in university libraries c. Visit high school with large ratio of AAPI students to encourage interest in environmental studies and careers, specifically inform them about the internship program at EPA which targets AAPI students	a. May 2001	a1. Number of AAPIs in the applicant pool  b1. Number of colleges/universities that have kiosks set up b2. Number of students using the kiosks c. Number of EPA visits to high schools/colleges/universities	Region 6 External Affairs Division and Management Division Contact persons - TBD
13. Focus efforts to increase the representation of retired and unemployed older AAPIs in the applicant pool for Region 6 employment vacancies	a. Open job fairs at AAPI senior citizens' community center/meeting places so that they know about EPA's NOWCC Program (previously called SEE Program)	a. August 2001	a. Number of AAPI senior citizens in the applicant pool	Region 6 Management Division Contact person - TBD
14. Establish a Memorandum of Understanding with the Federal Asian Pacific American Council (FAPAC) to create a partnership that can assist in carrying out the Region 7 workforce related activities	a. Coordinate with Headquarters on agency goals that can be met with the MOU b. Begin a dialogue with FAPAC on which items we can partner (e.g. combined outreach to AAPI communities; recruitment for employees and interns; career development opportunities for existing employees) c. Sign the MOU with FAPAC d. Begin implementing the MOU	a. October 2000 b. December 2000 c. Feb 2001 d. May 2001, Ongoing	a. List of Agency needs b. Meet with FAPAC to discuss MOU goals c. MOU signed	Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
15. Establish a network of contacts in various colleges and universities in Region 7 to disseminate information on environmental career opportunities and recruit prospective AAPI employees	a1. Identify colleges and universities with high AAPI populations a2. Contact student services at colleges and universities to identify faculty sponsors and/or leaders of AAPI organizations a3. Develop a database/list of contacts b. Maintain presence at colleges (i.e. visit colleges to market the EPA; send job and internship announcements; fellowship opportunities)	a1. October 2000 a2. May 2001 a3. August 2001 b. August 2001, Ongoing	a. Database developed b. Increased representation of AAPIs in environmental fields and at the EPA	Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369
16. Increase the career advancement potential of AAPI employees in Region 7 through mentorship opportunities	a. Encourage all AAPIs to develop mentor relationships	a. December 2000	a. Increase in the number of AAPIs mentored	Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369
17. Continue to encourage the career development of AAPI employees in Region 9	a. Work with APAC to notify AAPI employees of vacancies, training programs, and other opportunities for career development b. Work with APAC and HR to develop training or other program to address AAPI employee needs/concerns	a. Ongoing b. May 2001	a1. AAPI employees notified of opportunities a2. AAPI employees apply for opportunities b. Conduct a workshop related to career development during AAPI Heritage Month	Patricia Bowlin AAPI Program Manager Region 9 (415) 744-1188
18. Increase AAPI community awareness of employment opportunities in Region 9	a. Work with OCR, APA SEPM, and APAC to inform AAPI organizations of vacancies b. Identify additional AAPI resources and organizations for outreach/recruitment	a. Ongoing b. Ongoing	a. AAPI organizations notified of vacancies b. Additional AAPI resources and organizations identified	Karen Nelson Outreach and Recruitment Coordinator, Region 9 (415) 744-2299 Patricia Bowlin AAPI Program Manager Region 9 (415) 744-1188

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
19. By the end of FY00, identify support for AAPI initiative activities	a. Select AAPI Program Manager to focus on implementation of strategy	a. September 2000	a. AAPI Program Manager selected	Joyce Kelly, Director Office of Civil Rights & Environmental Justice (Region 10) (206) 553-4029

**STRATEGIC GOAL #7:** Increase outreach to AAPI communities to establish public-private partnerships that will promote appropriate linguistically and culturally competent services

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
1. Increase public education and partnership building program designed to inform the public about the connections among transportation choices, traffic congestion, air pollution and public health	a. Consider translating OAR-related outreach information into AAPI languages  b. Where budget allows, earmark for funding and awarding of contract	a. Ongoing  b. TBD	b. Documents translated  b. Contract awarded (as resources permit)	Office of Air & Radiation Craig Gill (ORIA) (202) 564-9358 and Ann Chiu (OTAQ) (734) 214-4544
2. Raise the knowledge and awareness of indoor air pollution issues and provide resources to community based organizations	a. Renew grant with Association of Asian and Pacific Community (AAPCHO) to focus on education and training curriculum development, on Asthma management	a. September 2001	a. Grant awarded	Office of Air & Radiation Craig Gill (ORIA) (202) 564-9358
3. Develop an outreach program to AAPI communities to establish public-private partnerships	a. Develop an outreach plan to AAPI communities to establish public-private partnerships through public forums, OPPTS websites, etc.	a. September 2001	a. Outreach plan to AAPI communities and report on outreach efforts completed	Office of Prevention, Pesticides & Toxic Substances (OPPTS) Charles Franklin (OPP) (703) 305-5017; Tom Lavery (OPPT) (202) 260-0768; and Inza Graves (OSCP) (202) 260-2611
4. Work with Regions and relevant AAPI communities to reduce use of illegally imported Chinese chalk in homes	a1. Make misuse prevention materials on Chinese chalk available in relevant languages  a2. Develop partnerships with community groups and Regions to distribute materials in at-risk communities	a. September 2001	a. Reduction in use of Chinese chalk and related cases of poisonings	Claire Gesalman Office of Pesticide Programs (703) 303-3260
5. Continue work with Korean-American community to make results from the Design for the Environment Program's garment care project available to that community	a1. Make Korean language materials available in garment care industry  a2. Conduct workshops	a. September 2001	a. Number of Korean-American garment care establishments receiving materials or participating in workshops	Cindy Stroup Office of Pollution Prevention & Toxics (202) 260-3889
6. Provide EJ documents in AAPI languages	a. Update EJ materials in select AAPI languages, as needed	a. September 2001	a. Have all materials available on request	Marva King Senior Program Analyst Office of Environmental Justice (202) 564-2599

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
7. Identify and build partnerships with AAPI trade associations and non-profit organizations	a. Join Asian American Suppliers Council (AASC)	a. September 2001	a. Use the number of existing AAPI contracts as a baseline for increased partnership with AAPI organizations	Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386
8. Encourage AAPIs to work with EPA's prime contractors to foster business development and contracting opportunities	a1. Provide sources and teaming arrangements a2. Encourage a Mentor-Protégé Program for business development	a. Ongoing	a1. Review Performance based contracts a2. Evaluation on how the prime met their subcontracting goals	Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386
9. Solicit EPA program office support in identifying contracting opportunities and encourage program offices to create small business opportunities	a1. Work with programs, regions, and state offices to develop a comprehensive list of community groups and other non-governmental organizations that serve the AAPI community a2. Provide materials on how to identify and access assistance resources a3. Hold forums and explain the assistance access process and discuss future opportunities	a. Ongoing	a1. List of AAPI small business contacts a2. Increase in the number of RFPs submitted by AAPI businesses and/or AAPI-serving businesses	Myrna Mooney Office of Small and Disadvantaged Business Utilization (202) 564-4386
10. Issue guidance to states on how to improve their communication of risks of eating contaminated fish to AAPI subsistence fishers	a1. Conduct separate module on AAPI populations at EPA's Risk Communication Conference a2. Publish revised guidance document with specific recommendations related to AAPIs	a1. March 2001 a2. September 2001	a1. AAPI agenda item added a2. Guidance document published	Tom Armitage Office of Science & Technology Office of Water (202) 260-5388
11. Publish a review of water quality indicators for tropical waters	a1. Conduct conference of experts to assess current indicators a2. Publish review of indicators and recommend improved indicators where appropriate	a1. January 2001 a2. September 2001	a1. Conference held a2. Review indicators / publish recommendations	Tom Armitage Office of Science & Technology Office of Water (202) 260-5388

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
12. Adopt a local AAPI school in local EPA/NE/R1 Chinatown	a. Work with Boston School District to adopt Chinatown school yet to be named	a. March 2001	a1. Get paperwork in motion to finalize the Adoption  a2. Sign adoption and publicly recognize new partnership	James Younger, Director Office of Civil Rights and Suzanne Bairos, AAPI Program Manager Region 1 (617) 918-1982
13. Adopt a local school with a significant AAPI student population	a. Work with Philadelphia School District to finalize adoption of Holy Redeemer	a. January 2001	a1. Get paperwork in motion to finalize the Adoption  a2. Sign adoption and publicly recognize new partnership	Cynthia Yu-Robinson AAPI Program Manager Region 3 (215) 814-5557
14. Establish a vertical partnership in Region 6 between federal, state, and local agencies to discuss and identify responsibilities and implement actions on AAPI issues	a1. Establish working groups and identify all players and their responsibilities  a2. Begin addressing issues identified from the Community meetings on July 9-10, 2000  a3. Meet quarterly to discuss progress and/or any issues/obstacles	a. March 2001	a. A concrete plan with activities that are targeted, strategic, and outcome-oriented	Tai-ming Chang, Deputy Director Region 6 Compliance Assurance and Enforcement Division (214) 665-2210
15. Ensure that several AAPI firms and organizations in Region 6 are aware of the grant process by increasing information dissemination	a1. Set up training/workshop on how to write grant proposals or how to bid for government contracts  a2. Sponsor interagency conferences and one-on-one counseling	a. August 2001	a1. Number of workshops held  a2. Number of grant proposals received from the AAPI community  a3. Number of grants awarded to the AAPI community/organizations	Region 6 Management Division; Office of Environmental Justice; and External Affairs Contact persons - TBD

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
16. Develop a partnership with AAPI communities in Region 6 to remove obstacles to the revitalization of Brownfields sites/properties	a. Investigate the degree and extent of site contamination (conduct assessment) thereby facilitating Brownfields cleanup and encouraging the mitigation of potential health risks	a. September 2001	a1. Number of Targeted Brownfields Assessments conducted on Brownfields sites in AAPI communities  a2. Number of other assessments (e.g., pilot, private) conducted on Brownfields sites in AAPI communities	Stan Hitt Superfund Division Region 6 (214) 665-6736

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
<p>17. Develop an EPA compliance assistance community outreach program in Region 6 to increase AAPIs awareness and understanding of EPA regulations, as well as improving their health and environmental conditions</p>	<p>a. Conduct radio talk shows and/or commercial segments on water, air and toxic waste issues on AAPI radio stations</p> <p>b. Award contracts/seek volunteers for translating several key information pamphlets/fact sheets on environmental issues that target specifically to AAPI community</p> <p>c. Provide educational workshops to increase AAPIs understanding of environmental issues</p> <p>d1. Distribute translated materials/brochures directly to AAPI community via the partnership with the Texas Natural Resource Conservation Commission (TNRCC) Small Business Assistance Program, City of Houston, and the Houston-Galveston Area Council</p> <p>d2. Generate a list of AAPIs home or business addresses or e-mails that will be used for mailing EPA materials</p> <p>e. Set up toll-free telephone lines featuring AAPI language speakers to educate/ provide help on environmental issues and/or receive tips, and complaints</p>	<p>a. August 2001, Ongoing</p>	<p>a. Number of radio talk shows on environmental issues</p> <p>b. Number of contracts awarded for translation of EPA documents into AAPI language(s)</p> <p>c1. Number of workshops held in the AAPI community</p> <p>c2. Number of AAPI families receiving the materials/brochures</p> <p>d. An accurate mailing list of AAPI residential and business addresses (with few returns "Address Unknown")</p> <p>e1. Number of toll-free phone lines featuring AAPI language speakers</p> <p>e2. Number of telephone calls to these toll-free lines and problems addressed</p>	<p>Pat Weatherly Compliance Assurance and Enforcement Division Region 6 (214) 665-2165</p> <p>Region 6 External Affairs Contact person - TBD</p>
<p>18. Increase outreach activities to AAPI communities in Region 7</p>	<p>a. Translate documents</p>	<p>a. May 200, Ongoing</p>	<p>a. Increase in the number of AAPI documents available</p>	<p>Demetra O. Salisbury AAPI Program Manager Region 7 (913) 551-7369</p>

Objective	Strategy/Activity	Time Frame	Performance Measure	Lead Entity and Contact Person
19. Continue partnership with Galileo High School in San Francisco—a diverse, urban school with a substantial AAPI population	a. R9 staff participation in various activities related to Galileo's Environmental Science curriculum b. Develop two-year strategic workplan	a. Ongoing b. November 2000	a. R9 volunteers participate b. Workplan developed	Willard Chin Environmental Justice Team Region 9 (415) 744-1204
20. Continue to build relationships with AAPI community groups and other AAPI organizations	a. Maintain contact lists produced while planning the June 2000 community site visit b. Keep AAPI community informed of White House Initiative-related activities	a. Ongoing b. Ongoing	a. Contact list up-to-date b. Follow-up with community meeting attendees quarterly	Patricia Bowlin AAPI Program Manager Region 9 (415) 744-1188
21. Continue to provide funding for AAPI-related projects through the EJ small grants program	a1. Notify AAPI organizations of funding opportunities a2. Provide assistance to grant applicants	a. Ongoing	a. Number of grant applications received from AAPI organizations	Romel Pascual Environmental Justice Team Region 9 (415) 744-1212

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