

Oregon Department of Energy
Energy Siting Division
2020-21 Work Plan
March 23, 2020

Introduction:

The Energy Siting Division uses the annual work plan to establish current process improvement activities and report on completion of past activities. The work plan provides direction and priorities for staffs' efforts beyond day-to-day activities and other established responsibilities. Meeting all legal requirements and protecting the state's resources will continue to guide our day-to-day review of applications and amendments to site certificates.

Each fiscal year's prioritized list of tasks is established in the previous fiscal year. The prioritized tasks will be considered when developing biennial budgets and assigning day-to-day work activities. The work plan also provides a record of completed tasks and a location for a prioritized list of identified future tasks.

Work Plan High Level Goals:

1. Applicant/Site Certificate Holders – Increase applicant/certificate holders' trust and perception of value of the state energy siting process by decreasing the siting process unknowns.
2. Public – Increase and enhance the public's understanding, participation and trust in the state energy siting process.
3. Reviewing Agencies – Increase the quality and quantity of Energy Siting Division's connections to local, state, federal and tribal agencies that participate in the state energy siting process.
4. Regulatory Clarity – Increase the efficiency, effectiveness, transparency, accountability and predictability of the site certificate process.
5. Process Improvement – Systematically evaluate underlying business processes to achieve highest possible efficiency.
6. Adaptability – Strengthen the ability of the Energy Facility Siting Council, and Energy Siting Division's staff and processes, to adapt to changes in energy markets and environmental constraints, and the subsequent changes to applications for site certificates as well as department and division staffing and priorities.

Prioritized Work Tasks

Task Description	Status	High Level Goals
2020-21 Work Tasks		
<p><u>Project Management Tool</u> – Establish a project management tool that includes all phases and tasks associated with a site certificate and amendment process to ensure consistent review approaches and create better schedule forecasting. Further develop the tool to include Rulemaking projects and annual compliance activities.</p>	<p>IT has created the PM tool for siting projects. Currently in Beta test within the division. Anticipated full release in 2nd half of 2020.</p>	<p>1, 3, 4, 5 & 6</p>
<p><u>Boardman Coal Plant</u> – Review all site certificates and amendments. Compare conditions to accumulated paperwork and reports to document compliance and prepare for certificate holder’s future plans which are either conversion or decommissioning after the 2020 shutdown.</p>	<p>The timeline for this project has yet to be established.</p>	<p>1, 2, 3, 4 & 6</p>
<p><u>Performance Metrics</u> – Develop a wide range of performance metrics to gain valuable feedback on how the energy siting process is working across different projects and different types of projects. This will allow us to develop targeted improvement strategies. Will also feed into agency wide key performance measures.</p>	<p>Currently being reviewed at an agency level. Further Performance Metrics will be developed following the full implementation of the Project Management tool.</p>	<p>1, 2, 3, 5 & 6</p>
<p><u>Pre-Application Packet Update</u> – Create and update hand-outs, guides and associated documents to align with current Public Guide, and other guidance documentation</p>	<p>Applicant Guide is currently being updated and reorganized to align with the format and layout of the Public Guide.</p>	<p>1, 2, 3, 4, 5, & 6</p>
<p><u>Public Documentation Review and Updates</u> – Review all current publicly available process documentation including handouts, web pages, as well as public, applicant and council guides. Update formatting for consistency and ease of use. Update content to reflect current Rules and Processes.</p>	<p>This is an ongoing project with no ultimate completion date.</p>	<p>1, 2, 3, 4</p>

2018-19 Work Tasks		
<p><u>Project Management Tool</u> – Establish a project management tool that includes all phases and tasks associated with a site certificate process to ensure consistent review approaches and create better schedule forecasting. Further develop the Tool to include Rulemaking projects.</p>	<p>This project was continued to 2020-21</p>	<p>1, 3, 4, 5 & 6</p>
<p><u>Compliance Program Evaluation</u> – Review compliance program processes for workflow efficiency and robustness of site certificate holder reviews and audits, including pre-construction, construction, and operation phases. This information will feed into the compliance rulemaking project estimated to begin in the 4th quarter of 2018.</p>	<p>This project was placed on hiatus due to resource constraints as well as a delay to associated rulemaking.</p>	<p>1, 2, 3, 4, 5 & 6</p>
<p><u>Condition Tracking Tool</u> – Develop and implement certificate condition tracking tool that meets the needs of the Compliance Officer during site visits, and the Siting Analyst during application review and drafting of new certificates.</p>	<p>This project was placed on hiatus due to resource constraints.</p>	<p>1, 4, 5 & 6</p>
<p><u>Local and Federal Project Boundaries</u> – Gather geo-spatial boundaries for local-jurisdiction and federal-jurisdiction energy projects to be included with state jurisdictional facilities for internal use and with the website map.</p>	<p>This project was continued to 2020-21</p>	<p>1, 2, 3 & 5</p>
<p><u>Public Comment Publication</u> – Evaluate the workload requirements to publish all public comments regarding siting processes via ODOE’s webpages.</p>	<p>This project was placed on hiatus due to resource constraints.</p>	<p>1, 2 & 5</p>
<p><u>Records Management Database</u> – Review current database lifespan, viability, and utility.</p>	<p>This project was moved to post 2020-21 to allow for maturation of IT systems before being fully developed.</p>	<p>1, 4, 5, 6</p>
<p><u>Public Documentation Review and Updates</u> – Review all current publicly available process documentation including handouts, web pages, as well as public, applicant and council guides. Update Formatting for consistency and ease of use. Update content to reflect current Rules and Processes.</p>	<p>This project was continued to 2020-21.</p>	<p>1, 2, 3, 4</p>

Work Tasks to be Completed After 2020-21		
<u>Compliance Program Evaluation</u> – Review compliance program processes for workflow efficiency and robustness of site certificate holder reviews and audits, including pre-construction, construction, and operation phases. Create reporting templates in anticipation of creating reports in the field in near real-time.	Includes tasks described in the 2018-2019 Compliance Work Plan. Processes continue to be evaluated.	1, 2, 3, 4, 5 & 6
<u>Condition Tracking Tool</u> – Develop and implement certificate condition tracking tool that meets the needs of the Compliance Officer during site visits, and the Siting Analyst during application review and drafting of new certificates.	Proof of concept being developed via compliance matrix/spreadsheet.	1, 4, 5 & 6
<u>Records Management Database</u> – Review current database lifespan, viability, and utility.	Alternate DB solutions are being investigated by the Department Operations Analyst and ODOE IT staff.	1, 4, 5, 6
<u>Reset/Restructure Siting Division Data Storage Drives</u> – Siting Division F: drive to be cleaned up and restructured for easier access to relevant materials, and better retention of “archived” materials.	Some restructuring of the current data storage drives has been completed. Further review will be undertaken to determine whether on-site server storage may be replaced with off-site cloud storage.	5 & 6
<u>Pre-Application Packet Update</u> – Create and update hand-outs, guides and associated documents to align with current Public Guide, and other guidance documentation	Following the updates to the Applicant guide, further updates to included and stand-alone documentation will be required.	1, 2, 3, 4, 5, & 6
<u>GIS Division Training Program</u> – Develop and implement customized training for particular division staff to utilize geospatial project boundaries and critical spatial information in day to day operations.		5 & 6
<u>Local and Federal Project Boundaries</u> – Gather geo-spatial boundaries for local-jurisdiction and federal-jurisdiction energy projects to be included with state jurisdictional facilities for internal use and with the website map.	Some of the tasks associated with this project are being finalized by the ORESA project.	1, 2, 3 & 5

2017-2018 Completed Work Tasks		
<u>Public Guide</u> – Develop a guide for use by the public to better understand EFSC thresholds, processes and opportunities for public involvement.	Initial version is complete and published on ODOE’s website.	2 & 5
<u>Website Map</u> – Develop website interface with all EFSC-jurisdictional and non-jurisdictional project boundaries that allows the user to query using a range of factors.	Version 1 is complete and published on ODOE’s website	1, 2 & 3
<u>Historic Records Archiving</u> – Catalog, assemble, enter into database and deliver to DAS records center historic files which are not needed on a regular basis. Gather all agency internal records for Siting Rulemaking into a single location.	Historic Files have been delivered to Records Center and continue to be assembled. Project to be complete by Q4 2018	5 & 6
<u>EFSC Project Boundaries</u> – Finalize geo-spatial boundaries for EFSC jurisdiction projects to be utilized internally as well as in conjunction with the website map	Initial project complete, ongoing updates continue	1, 2, 3, & 5
<u>Records Management Database</u> – Review current database lifespan, viability, and utility.	Review of existing DB complete. Replacement alternatives are currently being examined.	1, 4, 5, 6
<u>Siting Division Intern Program</u> – Develop on-going plans for education and utilization of revolving Intern work force.	First rotation of interns Q4 2017, complete.	2 & 5
<u>Notice of Violation</u> – Establish procedures for when and how the Compliance Officer responds to certificate violations.	Process has been documented and vetted by DOJ.	1, 2, 3 & 4