

Oregon Department of Energy
Energy Siting Division
2021-22 Work Plan
June 25, 2021

The Energy Siting Division uses the annual work plan to focus 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 last quarter of the previous fiscal year. The prioritized tasks will be considered when developing biennial budgets and assigning day-to-day work activities. The work plan provides a historical record of completed tasks and a location for a prioritized list of identified future tasks.

The five **Imperatives from ODOE's Strategic Plan** underpin the annual Work Plan and are used as high-level goals. The combination of projects chosen ensure that all of the high-level goals are addressed on an annual basis:

- 1. Expand and improve stakeholder engagement**
 - Increase applicant/certificate holders' trust and perception of the value of the state energy siting process by decreasing unknowns.
 - Increase and enhance the public's understanding, participation and trust in the state energy siting process.
 - Increase the quality and quantity of the Siting Division's connections to local, state, federal and tribal agencies that participate in the siting process.
- 2. Build practices and processes to achieve more inclusive and equitable outcomes**
 - Increase the accessibility of the siting process to provide opportunities for all stakeholders to participate in a meaningful way.
- 3. Assess and enhance organizational data capabilities**
 - Measure and report key performance metrics.
 - Be accountable to our stakeholders by publishing performance data and using it to improve.
- 4. Assess and modernize agency programs and activities**
 - Systematically evaluate underlying business processes to achieve highest possible efficiency.
 - Increase the efficiency, effectiveness, transparency, accountability and predictability of the site certificate process.
- 5. Optimize organizational efficiency and impact**

- Strengthen the ability of the Energy Facility Siting Council, and Siting Division's staff and processes, to adapt to changes in energy markets and environmental constraints.

DRAFT

2021-22 Work Tasks

Task Description	Status	High Level Goals
<p><u>Program Assessment</u> – Conduct a comprehensive review of the EFSC program, including outreach to the public and stakeholders, and prepare a report with recommendations for making the process more efficient, transparent, inclusive, and responsive to issues or concerns of all participants in the state siting process including applicants, site certificate holders, state agencies, local governments, tribal governments, the public, Energy Facility Siting Council members and Siting Division staff. The report should include some combination of recommendations including, but not limited to, opportunities for Siting Division process improvements, EFSC rulemakings, and legislative statutory changes. A third-party consulting firm will be engaged to lead this effort.</p>	<p>An RFP and Scope of Work have been drafted and are ready for the Council’s review. Once reviewed by Council, the RFP will be issued, and a consultant will be hired to lead the engagement.</p>	<p>1, 2, 3, 4, 5</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>The Council Member Guide and the Public Guide were recently updated. The Applicant Guide still needs to be updated. Plan is to create a matrix with all known documents, with the date of the last update and frequency for review/update.</p>	<p>1, 2, 4</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 key performance measures.</p>	<p>This task is included in the scope of work for the EFSC Program Assessment.</p>	<p>1, 3, 4, 5</p>
<p><u>Public Comments Portal</u> – Create a system for capturing Public Comments via a web portal, similar to the system used for the Biennial Energy Report (BER). The goal is to provide members of the public with another convenient option to submit input on projects, and to provide additional resources that will enable meaningful participation in the Site Certificate approval, amendment and rulemaking process.</p>	<p>Beta version created using Dynamics CRM for the NOI phase.</p>	<p>1, 2, 4</p>
<p><u>Facilities Map</u> – Expand the scope of the current online facilities map to include projects that are not under the jurisdiction of EFSC. Transition to a platform that will support broader agency programs and goals beyond the Facility Siting.</p>	<p>Working with IT to develop a new mapping tool that includes all current EFSC information, plus data for smaller facilities.</p>	<p>1, 2, 3, 4</p>

Work Tasks to be Completed After 2021-22

Task Description	Status	High Level Goals
<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.	Course curriculum identified.	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

2020-21 Work Tasks

Task Description	Status	High Level Goals*
<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.</p> <p>Further develop the Tool to include Rulemaking projects.</p>	<p>We evaluated 3 options: 1) MS-Excel spreadsheet tools, 2) MS-Project, and 3) MS-Dynamics Project Service application. While options 2 & 3 offer some nice features, we concluded that the most practical tool with the best cost/benefit was the first option, using custom spreadsheets in MS-Excel. Will re-evaluate during Program Assessment.</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>Site certificate and amendments have been reviewed. Original site certificate pre-dates EFSC and did not include decommissioning. Current assumption is that EFSC has no authority over decommissioning and that it will fall to the PUC, but DOJ is reviewing.</p> <p>Note that some infrastructure was converted to use for the Carty Generating Station.</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 key performance measures.</p>	<p>Part of the scope of work for the Program Assessment.</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>Council Member and Public Guides have been updated.</p>	<p>1, 2, 3, 4, 5, & 6</p>

	Remaining tasks are included in new items 1 & 2 in 2021/22 Work Plan.	
<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.	The Council Member Guide was updated March 2021. The Public Guide was updated in July 2020. Web pages for split site certificates have all been updated to make it easier to understand the history and to locate documents. The Applicant Guide and other remaining tasks will be carried forward to 2021-22 work plan.	1, 2, 3, 4

*** Prior to the 2021-22 Work Plan, a different set of 6 High Level Goals was referenced. Please refer to earlier editions of the Annual Work Plan for those Goals.**

DRAFT