

Oregon Department of Energy
Energy Siting Division
2022-23 Work Plan
June 24, 2022

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.

2022-23 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>Engagement with the consultant has started. Internal and external stakeholder outreach in Q3 2022; draft interim report due January 2023; final report and implementation plan due April 2023.</p>	<p>1, 2, 3, 4, 5</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 is task 3 in the EFSC Program Assessment project plan and is scheduled to be completed by July 31.</p>	<p>1, 3, 4, 5</p>
<p><u>Program Assessment Implementation</u> – Implement the agreed upon changes identified during the EFSC Program Assessment. The changes will be detailed in the implementation plan which is one of the deliverables to be included in the final report. Note that there should also be some “quick wins” which can be implemented before the project is completed and the final report issued.</p>	<p>Pending issuance of the final report and implementation plan. “Quick wins” can be implemented upon approval of the project steering committee.</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>Need to: 1) publish the updated Applicant Guide, and 2) complete the matrix of Siting documents, with the date of the last update and frequency for review/update.</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. Possibly transition to a platform that will support broader agency programs and goals beyond Facility Siting.</p>	<p>ODOE IT expected to provide a proposal in June 2022. If ODOE IT does not have the resources, look at cost to contract the work.</p>	<p>1, 2, 3, 4</p>

Work Tasks to be Completed After 2022-23

Task Description	Status	High Level Goals
<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. Create reporting templates in anticipation of creating reports in the field in near real-time.</p>	<p>Compliance should undergo a formal evaluation – preferably with a consultant – following the conclusion of the full EFSC Program Evaluation.</p>	<p>1, 2, 3, 4, 5 & 6</p>
<p><u>Records Management Improvements</u> – Improve electronic folder structure for easier access to relevant materials, and better retention of “archived” materials.</p>	<p>The folder structure is good and functional. ODOE IT has a project to transition from shared drives to cloud storage; timing TBD. Solution should be compliant with DoD 5015.2 (eliminates need for paper archive copies).</p>	<p>1, 4, 5, 6</p>
<p><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.</p>	<p>Course curriculum identified.</p>	<p>5 & 6</p>
<p><u>Develop “How Council Evaluates an Application” Document</u> – Intended as a companion to the Applicant Guide, this document would essentially be a generic Project Order. It would be organized by standard plus a section on the analysis area. For each standard, it would list the related exhibits, information typically provided to meet the standard, and helpful hints and resources.</p>	<p>Idea suggested by Siting Analysts. The Applicant Guide describes the process of how to obtain a site certificate; this document would provide guidance on how to develop an application.</p>	<p>1, 4, 5</p>

2021-22 Work Tasks

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<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>In Progress. RFP was issued, Consultant selected and contract awarded. Kickoff meeting was held on June 6, 2022. Anticipated completion in Q2 2023.</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>Partially Complete and Ongoing. A draft update to the Applicant Guide is under review (the Council Member Guide and the Public Guide were updated last year). A matrix of Siting documents, with the date of the last update and frequency for review/update, is in progress.</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>Complete. Comment portal and docket have been launched and are in use.</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>In progress. Initially worked with IT on an “Energy Facilities Database” and map for the agency; more recently scaled back the scope to an upgrade of the existing EFSC facilities map.</p>	<p>1, 2, 3, 4</p>

