

# *Public Utility Commission of Texas*

## MONTHLY TRANSMISSION CONSTRUCTION PROGRESS REPORT (MCPR)

### FOR ELECTRIC UTILITIES

### REPORTING FORM INSTRUCTIONS

(for MCPR\_Form\_2008.xls)

Commission Subst. R. §25.101 (Certification Criteria) requires the reporting of electric transmission construction activities, either planned or in progress. The reporting requirements for those activities are set forth in Subst. R. §25.83 (Construction Reports). A new project number will be assigned at the first of each calendar year. For calendar year 2008, Transmission Construction Progress Reports will be filed in Project No. 35148.

#### **PURPOSE**

The purpose of this form is to provide the Commission and public a concise picture of all major transmission projects that are planned or under construction by the electric utilities.

#### **GENERAL INSTRUCTIONS**

This report form shall be used to report all proposed and in progress transmission facility projects, except those that are considered routine maintenance *and* are less than \$250,000. Projects requiring CCNs shall be reported in the first regularly scheduled construction report after initial filing of the CCN Application. Projects NOT requiring CCNs shall be reported at least 45 days before construction commences.

Projects shall be listed on the form chronologically with the oldest projects at the top. After the final cost is reported, the project should then be dropped from the list.

Construction progress on all transmission projects, except for the routine maintenance (with an estimated cost less than \$250,000) exception listed above, shall be reported on this form. The report shall be filed by the 15th of each month for activity through the end of the prior calendar month, with Interim Reports filed as necessary to comply with the 45 day advance notice reporting requirement of Substantive Rule 25.83(c)(1).

The project number must conspicuously appear at the top of the MCPR Form, and cover sheets should not be filed unless a document other than the report form is included (e.g., an Affidavit or other explanatory document.). Three paper copies on legal size (8 ½ x 14) paper and one copy on letter size (8 ½ x 11) shall be filed in Central Records. Also, one copy, preferably in Microsoft Excel, shall be electronically mailed to [monthlyreports@puc.state.tx.us](mailto:monthlyreports@puc.state.tx.us). The electronic file name shall have the acronym of the reporting utility followed by the two digit month and two digit year. (e.g., CNP0307.xls for Centerpoint Energy's March, 2008 report, which would include the construction status through the last day of February.) An interim report should follow the same form as the regular report, except that the electronic file name should include an "i." e.g., "CNP0307i" for an interim report filed during March, 2007.

This form does not limit the Commission's ability to ask for supporting information, and Staff may request additional information at any time. Specifically, Staff requests that reporting utilities provide a cost breakdown when the final costs have been determined *for CCN projects only*.

Please e-mail requests for further information to [monthlyreports@puc.state.tx.us](mailto:monthlyreports@puc.state.tx.us) or [allen.boling@puc.state.tx.us](mailto:allen.boling@puc.state.tx.us) or call Allen Boling at (512)936-7402.

## SPECIFIC INSTRUCTIONS

Please refer to the attached sample form. (MCPR\_Form\_2008.xls)

### NOTES:

1. Please use "na" whenever appropriate to reduce ambiguity, **except in the "Costs," "Percent Complete," and "Percent Variance" columns.**

2. Any new or revised entry **must** be entered using a red font. In the month following the red font entry, change the previous month's red entries back to black and make any new entries for the new month in red. This aids PUCT staff in quickly identifying any changes from the previous month's report.

Column Title:	
Utility's Project Number	Enter the Utility's Project Number. No duplicate numbers are allowed in this column.
Project Name	Enter the name of the project. If possible, use the same name as was reported to ERCOT in any reports.
Location (City/County)	Enter the names of the counties where the project is located. Also enter the names of cities, if appropriate. Please delineate all county and city names with commas only. (e.g., Liberty, Chambers, Anahuac, etc.)
Description	Describe the project in enough detail to allow the Commission to ensure that the work does not require a CCN, if the utility does not intend to apply for a CCN. Include any significant or relevant detail not being reported in other columns.
Estimated (or Actual) Start Date	Enter the estimated project starting date. <b>When construction begins, please replace the estimated date with the actual date of the start of construction.</b>
Finish Date (Construction Complete)	Enter the date (mm/dd/yy) when the construction related to the project has been completed.
Date Energized (If Applicable)	Enter the date (mm/dd/yy) the project was energized or restored to service (if applicable).
Initial Estimated Project Cost	<b>CCN Projects Only:</b> Enter the estimated cost from the CCN application. When reporting both T-Line and Substation Costs, enter them separately in the same cell. (e.g., "\$3,946,000 T-Line; \$1,768,000 Substation") This number should not be changed in future months unless the Application is amended. <b>Please DO NOT use links to other sheets within the workbook.</b> <b>Non-CCN Projects Only: No entry is needed;</b> Enter the estimated cost in the Final Estimated Cost column.
Final Estimated Project Cost	<b>CCN Projects:</b> Enter the latest available estimated cost for the month that construction starts. This number should not be changed after construction begins. <b>For Non-CCN Projects: Enter the initial estimated cost.</b> Estimate revisions are not necessary, and a cost variance explanation is not required unless requested by PUC Staff .
Final Actual Project Cost	Enter the actual, final project cost after the project has been energized and all costs have been recorded. <b>Omit the project from all following reports.</b>
% Variance	The cells contain a formula for calculating the percent variance of the final <b>actual</b> cost with respect to the final <b>estimated</b> cost. This is essentially a calculation of the percent of the cost over-run or under-run. <b>Please do not change these cells.</b>

Percent Complete	State the construction progress of the project as a percent. <b>Please use only an integer and do not write "%."</b> <b>Do not report the percent of money spent.</b>
Existing Voltage (kV)	Enter the nominal system existing voltage, if any. In the event of a voltage upgrade, this will be the "before" voltage. If the project is for a new line, enter "na." For projects involving multiple voltages, please delineate the voltages by a comma, (e.g., "69,138") <b>Please do not write "volts."</b>
Upgraded or New Voltage	Enter the nominal system voltage after upgrading or if new line construction is involved. Please use the same practices described in the "Existing Voltage" column. <b>Please do not write "volts."</b>
Circuit Length (Miles)	Enter the total circuit length. Example: For a new double-circuit line using 10 miles of new ROW, the circuit length would be 20 miles. Please enter only a number, if possible. <b>Please do not write "miles."</b>
Conductor Type & Size & Bundling	Describe the conductor characteristics, including whether double or single circuit or mixed. Length explanations should be made in the Project Description column.
Structure Type(s)	Describe structure types and materials used.
Existing ROW Width (Feet)	Enter width of existing ROW. The entry type is unrestricted. If the project is only for new line and no old ROW exists, enter "na." Entries such as "60,80,100" or "60 - 100" or "centerline" are permissible. Make detailed explanations, if needed, elsewhere. <b>Please do not write "feet."</b>
Existing ROW Length (Miles)	Enter length of existing ROW. The entry type is unrestricted. If the project is only for new line and no old ROW exists, enter "na." Make detailed explanations, if needed, elsewhere. <b>Please do not write "miles."</b>
New ROW Width (Feet)	Enter width of new ROW. The entry type is unrestricted. Entries such as "60,80,100" or "60 - 100" or "centerline" or "railroad" or "street" are permissible. Make detailed explanations, if needed, elsewhere. <b>Please do not write "feet."</b>
New ROW Length (Miles)	Enter new (additional) ROW length, in miles. <b>Please do not write "miles."</b>
Rule Section or PUC Control Number	Enter the PUC Substantive Rule 25.101 section(s) which are applicable. For multiple section applicability, please delineate by commas, e.g., "25.101(c)(5)(A),25.101(c)(5)(B)" for a project incorporating a line extension (A) and a voltage upgrade on the existing line which is being extended(B). <b>If the project involves a CCN Application, enter ONLY the 5-digit control number. Please do not write "docket," "CCN" or other text, except when needed in citing Rule 25.101.</b> Should the project include work done under both CCN and 25.101(c)(5), follow the same practices and delineate with commas.
Comments	Enter information not included elsewhere, including reimbursed costs. A cost variance explanation is no longer required for non-CCN projects. However, utilities will be required to submit a Cost Analysis <b>only</b> for CCN Projects. See Note below.

**CCN PROJECTS (Only) COST ANALYSIS:** Concurrently with, or shortly following, submission of the final costs, the Utility shall provide a cost analysis in the same tabular format, and including the same line items, as that submitted with the original or amended CCN Application. This cost analysis shall include:

1. The original cost estimate in the CCN Application for the preferred route;
2. The cost estimate at the time construction began for the Commission-approved route; and
3. The final cost.

In addition, a brief discussion should be submitted explaining the reasons for any cost variances exceeding 10%. Staff may ask for further information as needed.