



Pursuant to PUC SUBSTANTIVE RULE §25.83

Instructions for Monthly Transmission Construction Progress Report for Electric Utilities

Purpose

Substantive Rule 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 §25.83 (Construction Reports). Transmission Construction Progress Reports shall be filed at the address below under the project number assigned by Staff at the first of each calendar year. Designated CREZ TSPs are not required to provide construction costs for CREZ projects under this project number but are required to conform to §25.216(f) by filing in Project No. 37858.

Public Utility Commission of Texas
Attention: Filing Clerk
1701 N. Congress Avenue
P.O. Box 13326
Austin, Texas 78711-3326

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 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 shall 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 §25.83(c)(1).

The project number must conspicuously appear at the top of the MCPR form, and cover sheets shall not be filed unless a document other than the report form is included (i.e., an Affidavit or other explanatory document). Three paper copies on legal sized (8½ x 14) paper and one copy on letter sized (8½ x 11) shall be filed in Central Records. Also one copy, preferably in Microsoft Excel, shall be electronically mailed to monthlyreports@puc.texas.gov. The electronic file name shall have the acronym of the reporting utility followed by the two digit month and two digit year (i.e., CNP0312.xls for CenterPoint Energy's March 2012 report which shall include the construction status through the last day of February). An interim report shall follow the same form as the regular report except that the electronic file name shall end in "i" (i.e., CNP0312i for an interim report filed during March 2012).

Locational coordinate point data and attribute data shall be supplied for new lines that are reported under §25.83 and, at a minimum, for any changes to an existing line that alter the location or direction of the line or any portion thereof, should any segment of the altered line fall outside of the existing right-of-way. Locational coordinate point data shall be supplied for the start and endpoints of the line and for every point at which the line changes direction in between. The information supplied shall be complete and accurate. Locational coordinate point data and attribute data shall also be supplied for new substations as described below. Data may be submitted as either (1) a shapefile as described below or (2) an xls or xlsx spreadsheet as described below.

The locational coordinate point data and attribute data relate to critical infrastructure as defined in Government Code §421.001 and are exempt from public disclosure under §§418.177, 418.181 and 552.101. The data shall be submitted in **both** of two formats: (1) on a CD, DVD or other portable media, filed confidentially with Central Records and (2) via the PUC portal or other secure means of data transmittal prescribed by the Commission. Both should be entitled "Locational coordinate point data for (company name) (your project number)." The data shall be submitted within 120 days of energization or reenergization of the line.

These forms do not limit the Commission’s ability to ask for supporting information, and Staff may request additional information at any time. Staff may request that reporting utilities provide a cost breakdown when the final costs have been determined **for CCN projects only**.

Please email requests for further information to monthlyreports@puc.texas.gov or chris.roelse@puc.texas.gov or call Chris Roelse at (512) 936-7356.

Specific Instructions

The Monthly Transmission Construction Progress Report shall employ the columns and fields exactly as described below, as they appear on the sample form available on the PUC website. The spreadsheet shall be submitted as a native file (xls or xlsx).

<u>Spreadsheet Column</u>	Column Title:	<p>NOTES:</p> <p>1. Please use "na" whenever appropriate to reduce ambiguity, except in the "Costs," "Percent Complete," and "Percent Variance" columns.</p> <p>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.</p> <p>3. On the final monthly report on an existing line in which one of the attributes as listed in the attribute spreadsheets below has changed, enter that data in a bolded green font.</p>
A	Utility's Project Number	Enter the Utility's Project Number. No duplicate numbers are allowed in this column.

B	Project Name	Enter the name of the project. If possible, use the same name as was reported to ERCOT in any reports.
C	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.)
D	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.
E	Estimated (or Actual) Start Date	Enter the estimated project starting date. When construction begins, please replace the estimated date with the actual date of the start of construction.
F	Finish Date (Construction Complete)	Enter the date (mm/dd/yy) when the construction related to the project has been completed.
G	Date Energized (If Applicable)	Enter the date (mm/dd/yy) the project was energized or restored to service (if applicable).
H	Initial Estimated Project Cost	CCN Projects Only: 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 shall not be changed in future months unless the Application is amended. Please DO NOT use links to other sheets within the workbook. Non-CCN Projects Only: No entry is needed; Enter the estimated cost in the Final Estimated Cost column.
I	Final Estimated Project Cost	CCN Projects: Enter the latest available estimated cost for the month that construction starts. This number shall not be changed after construction begins. For Non-CCN Projects: Enter the initial estimated cost. Estimate revisions are not necessary, and a cost variance explanation is not required unless requested by PUC Staff .
J	Final Actual Project Cost	Enter the actual, final project cost after the project has been energized and all costs have been recorded. Omit the project from all following reports.
K	% Variance	The cells contain a formula for calculating the percent variance of the final actual cost with respect to the final estimated cost. This is essentially a calculation of the percent of the cost over-run or under-run. Please do not change these cells.
L	Percent Complete	State the construction progress of the project as a percent. Please use only an integer and do not write"%." Do not report the percent of money spent.
M	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") Please do not write "volts."

N	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. Please do not write "volts."
O	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. Please do not write "miles."
P	Conductor Type & Size & Bundling	Describe the conductor characteristics, including whether double or single circuit or mixed. Lengthy explanations shall be made in the Project Description column.
Q	Structure Type(s)	Describe structure types and materials used.
R	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. Please do not write "feet."
S	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. Please do not write "miles."
T	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. Please do not write "feet."
U	New ROW Length (Miles)	Enter new (additional) ROW length, in miles. Please do not write "miles."
V	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). 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. Should the project include work done under both CCN and 25.101(c)(5), follow the same practices and delineate with commas.
W	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 only for CCN Projects. See Note below.

Cost Analysis

CCN Projects (only): Within 14 days of submission of the final costs, the utility shall provide a costs analysis in the same tabular format, 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.

A brief discussion of the reasons for any costs variances exceeding 10% shall be included, if applicable. Staff may request further information as needed.

Locational and Attribute Data

1. Submission as a shapefile

The data shall conform to all of the following guidelines.

All shapefiles shall contain at least four files including, at a minimum:

- .shp – shape format; the feature geometry itself;
- .shx – shape index format; a positional index of the feature geometry to allow seeking forwards and backwards quickly;
- .dbf – attribute format; columnar attributes for each shape in dBase IV format; and
- .prj – projection format; the coordinate system and projection information as a plain text file describing the projection using well-known text format.

Projection: All files shall have projection information embedded in the file. This information is stored in the .prj file mentioned above. The projection file provides mathematical process that transforms feature locations from the earth's curved surface to a map's flat surface. The projected coordinates system employs a projection to transform locations expressed as latitude and longitude values to X,Y coordinates. Without the projection information, the files may not overlay accurately.

Data scale and accuracy: All data shall be provided in a scale of 1:24,000 and shall conform to the accuracy standards described in USGS Fact Sheet FS-171-99 or successor Map Accuracy Standards.

Attributes: Shapefiles shall contain the appropriate attribution to allow the layer to be symbolized according to what the layer is and what it represents. For example, a transmission line shapefile that is supposed to represent the power line voltages shall have the appropriate attributes in the file to see what the voltages are for each feature. If that same shapefile will also represent the owner of the power line, then the attributes for ownership shall also be included in the file. Attributes shall be arranged in the same order as they would be if submitted as a spreadsheet as described below. Each attribute field shall be completely and accurately filled.

2. Submission as a spreadsheet

The workbook containing the two spreadsheets detailing locational coordinate point data and attribute data for the transmission line or substation shall be submitted as a native file (xls orxlsx) as described above. A template of the spreadsheets is available on the PUC website, and they should not be altered except to enter the requested data or to add columns or rows as necessary for additional entries.

The locational data workbook shall contain two spreadsheets that shall appear exactly as described below.

Locational Coordinate Point Data for Transmission Lines

Spreadsheet Column	Column Title	Notes
A	Point ID	Provide this data for the two endpoints and each point along the line at which the line changes direction. Name each point with a unique (to this line) identifier. The endpoints should be identified as the names of the substations.
B	Latitude	To 7 true decimal places; no rounding
C	Longitude	To 7 true decimal places; no rounding

Attribute Data for Transmission Lines

Spreadsheet Row	Row Title	Notes
1	Line owner	
2	Existing voltage	
3	Conductor Type & Size & Bundling	For each separate circuit on the line
4	Structure type	i.e., steel lattice, wood pole
5	ROW width	In feet
6	ROW length	In miles
7	Rule section or PUC control number	

Locational Coordinate Point Data for New Substations

Spreadsheet Column	Column Title	Notes
A	Substation ID	Name or number
B	Latitude	To 7 true decimal places; no rounding
C	Longitude	To 7 true decimal places; no rounding

Attribute Data for New Substations

Spreadsheet Row	Row Title	Notes
1	Owner	
2	Substation ID	Name or number
3	Address	Address of substation, if applicable
4	Occupants	Names of entities owning facilities in the substation
5	Voltages	All voltages present in the substation
6	Emergency contact	Name of the person to contact in case of emergency (24/7)
7	Emergency phone	Phone number of the person to contact in case of emergency (24/7)
8	Emergency email	Email address of the person to contact in case of emergency (24/7)