



Compliance Reporting Portal

<https://reports.puc.texas.gov/p/login>

MCPR Filing Instructions

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Record of Changes – MCPR Reports

This section lists the changes made to the PBR reporting portal along with the date when the change was made.

Date	Description of the Change
	As published on 05/07/2025
05/20/2025	Instructions for existing and new Right of Way length and width have been updated to allow for entering information in both numeric, alphanumeric formats. It also allows entities to provide additional information in a field.

This document will be updated to reflect any changes to relevant rules requiring compliance reporting.

Monthly Construction Progress Report (MCPR, §25.83)

Introduction

P.U.C.T. Substantive Rule 16 Texas Administrative Code § 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 must be submitted on the Compliance Reporting Portal (CRP). Each transmission service provider that is required to submit reports must create a profile on the portal to submit these reports.

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

General Instructions

If the filing entity is not able to submit reports on the portal, the reports can be emailed to monthlyreports@puc.texas.gov. If the filing entity is not able to use any electronic filing method, they may contact PUCT staff at the following address for requesting alternative methods to submit the required information.

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

Locational coordinate point and attribute data must be supplied for new energized transmission lines that are reported under § 25.83, when requested by commission staff. If commission staff requests locational coordinate point and attribute data, it must be delivered to commission staff, in the format and method requested, within 7 working days of the request, unless otherwise agreed to by commission staff.

Locational coordinate point and attribute data relates to critical infrastructure as defined in Texas Government Code § 421.001 and are designated as confidential under Texas Government Code §§ 418.177 and 418.181. Therefore, locational coordinate point and attribute data is exempt from public disclosure under Texas Governmental Code § 552.101.

When commission staff requests locational coordinate point and attribute data, it would provide a secure means of data transmittal for this information.

This form does 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 Certificate of Convenience and Necessity (CCN) projects only.

The CRP portal offers a public search view that has functionalities similar to the PUCT agency filing system that was previously used to file the monthly transmission construction reports.

Reporting Tool Framework

Each transmission project contains the following project identifiers: Transmission Tracking Number, Parent Project Number, and Sub Project Number.

- Transmission Tracking Number (TTN) is a new number auto generated and assigned by the PUCT, unique to each filing entity and transmission project. The first five digits of the TTN are the CCN number of the filing entity. E.g. *XXXXX {Filing Entity CCN ID}-YYYY (Year)- ZZZZZ (String of auto generated digits)*
- Parent Project Number (PPN) is provided by the filing entity, except in the case of regional reliability projects (e.g., Permian Basin Reliability Projects), which are assigned by ERCOT. A parent project, at the minimum, will have one Sub Project but can have multiple Sub Projects that can be added over a period of time.
- Sub Project Number (SPN) is provided by the filing entity, except in the case of regional reliability projects. Datapoints from the Sub Projects are rolled up and aggregated at the Parent Project level.

Monthly Construction Progress Report Filing Instructions

Each reporting entity is required to provide the following information in the fields below.

Data Field Name	Data Field Description
New Parent Project	
General Information – Parent Project	
Is this a Regional Reliability Plan?	Select whether the project is part of a regional reliability plan (e.g., Permian Basin Reliability Project).
Transmission Tracking Number (TTN)	Transmission Tracking Number (TTN) is a new number auto generated and assigned by the PUCT, unique to each filing entity. The first five digits of the TTN are the CCN number of the filing entity.
Parent Project Number (PPN)	<p>Enter the PPN. A PPN is provided by the filing entity, except in the case of regional reliability projects (e.g., Permian Basin Reliability Projects) which are assigned by ERCOT.</p> <p>A Parent Project must have a single Sub Project or multiple Sub Projects that can be added over a period of time.</p>
Parent Project Name	Enter the name of the Parent Project. Use the same name as was reported to ERCOT in any reports, where possible.
Project Type	Select the project type from the drop-down menu: CCN, Non-CCN - Emergency, Non-CCN - Routine, or Other transmission projects over \$250k.
PUCT Control Number	Enter the 5-digit PUCT Control Number if the project involves a CCN application.
Rule Subsection	This field is auto populated with the associated rule subsection if the project type is Non-CCN – Emergency (§ 25.101 (c) (3)), Non-CCN – Routine (§ 25.101 (c) (5)), or Other transmission projects over \$250k (§ 25.83(a)(3)).
Parent Initial Estimated Project Cost	<p>A. CCN projects: Enter the initial estimated cost from the CCN application. This number must not be changed in future months unless the application is amended.</p> <p>B. Non-CCN projects and other projects over \$250,000: Enter the estimated project cost that is required to be reported 45 working days before construction begins, pursuant to 25.83 (c)(1).</p>
Location (By City)	Select the names of the cities, where the project is located.
Location (By County)	Select the names of the counties, where the project is located.

Parent Project Description	Describe the Parent Project in enough detail to allow the Commission to evaluate that the work does not require a CCN, if the filing entity does not intend to apply for a CCN. Include any significant or relevant detail not being reported in other columns. If required, submit a separate document as an attachment to provide more details under the tab "Parent Project Documents"
Sub Project Overview – aggregates key Sub Project datapoints	
All Sub Projects – lists all Sub Projects that are part of the Parent Project	
Project Documents – lists the document attached to the Parent Project	
% Completed	This field is auto populated with average percent completed of all Sub Projects. Refer to 'Percent Completed in the 'Sub Project Details' section under Current Report Data.
Rule Sections	This field is auto populated with the associated rule subsection of each Sub Project.
Sub Project Numbers	This field is auto populated and lists each Sub Project Number that is part of the parent project.
Locale - Cities	This field is auto populated and lists the cities for each Sub Project that is part of the parent project.
Locale - Counties	This field is auto populated and lists the counties for each Sub Project that is part of the parent project.
Dates	
Estimated Start Date	This field is auto populated with the estimated start date of the first Sub Project filed.
Actual Project Start Date	This field is auto populated with the actual start date of the first Sub Project filed.
Is the project complete?	A project is marked as complete once all Sub Project costs have been reported and are marked complete.
Project Completion Date	Enter the date when the project has been completed. Note: this field is only displayed if 'Yes' is selected in the "Is the project complete" field.
Costs to Date	
Initial Estimated Project Cost	This field automatically aggregates the initial estimated project cost of Sub Projects that have been filed. Refer to 'Initial Estimated Project Cost' in the 'Sub Project Details' section under Current Report Data.

<p>Final Estimated Project Cost</p>	<p>This field automatically aggregates the final estimated project cost of Sub Projects that have been filed.</p> <p>Refer to 'Final Estimated Project Cost' in the 'Sub Project Details' section under Current Report Data.</p>
<p>Final Actual Project Cost</p>	<p>This field automatically aggregates the final actual project cost of Sub Projects that have been completed.</p> <p>Refer to 'Final Actual Project Cost' in the 'Sub Project Details' section under Current Report Data.</p>
<p>Cost Analysis and Percent Variance</p>	<p>Only for CCN Projects and for PBR projects, filing entities are required to submit a breakdown of costs under the Cost Analysis tab.</p> <p>A. Cost Analysis - Coincident with the next monthly report but no later than 30 working days after submission of the final costs, the filing entity must provide a cost analysis including the same line items as that submitted with the original or amended CCN application. This cost analysis must include:</p> <ol style="list-style-type: none"> 1. The cost estimate for the Commission-approved route included in the final order approving the route; 2. The cost estimate at the time construction began for the Commission-approved route; and 3. The final cost. <p>B. Cost Variance - A brief discussion of the reasons for any cost variances exceeding 10% must be included as a separate document, if applicable. Staff may request further information as needed. A cost variance explanation is not required for non-CCN projects.</p> <p>Cost variance is auto calculated by comparing the final actual project cost to the final estimated project cost for CCN projects and initial estimated project cost for non-CCN projects at the Parent Project level. This is a calculation of the percent of the cost over-run or under-run of Sub Projects that are part of the Parent Project. A cost variance field only appears when all sub projects that are part of the parent project are complete.</p>
<p>Comments</p>	<p>Enter information related to parent project not included elsewhere, including reimbursed costs, as available.</p>

<p>New Sub Project</p>	
<p>General Information – Sub Project</p>	
<p>Sub Project Number (SPN)</p>	<p>Enter the SPN. A SPN is provided by the filing entity, and is unique to the filing entity, except in the case of regional reliability projects (e.g., Permian</p>

	<p>Basin Reliability Projects) which are assigned by ERCOT.</p> <p>A Parent Project can have a single Sub Project or multiple Sub Projects that can be added over a period of time. The filing entity is responsible for providing Sub Project information.</p> <p>No duplicate numbers are allowed in this column. Each project must be entered as a separate entry. Certain datapoints from the Sub Projects roll up into the Parent Project.</p>
Sub Project Name	Enter the name of the Sub Project.
Location (City)	Select the names of the cities, where the Sub Project is located.
Location (County)	Select the names of the counties, where the Sub Project is located.
Sub Project Description	Describe the Sub Project in detail. Include any significant or relevant detail not reported in other columns. If required, submit a separate document as an attachment to provide more details under the tab "Sub Project Documents"
Project Type	Select the project type from the drop-down menu: CCN, Non-CCN - Emergency, Non-CCN - Routine, or other transmission projects over \$250k.
PUCT Control Number	Enter the 5-digit PUCT Control Number if the Sub Project involves a CCN application.
Rule Subsection	This field is auto populated with the associated rule subsection if the project type is Non-CCN – Emergency (§ 25.101 (c) (3)), Non-CCN – Routine (§ 25.101 (c) (5)), or Other transmission projects over \$250k (§ 25.83(a)(3)).
Dates	
Estimated Start Date	Enter the estimated Sub Project start date.
Actual Start Date	Enter the actual construction start date, if construction has begun. Note that this field appears only when the filer selects 'yes' to the question, 'Has construction started?'
Completion Date	Enter the construction completion date, if construction is complete. Note that this field appears only when the filer selects 'yes' to the question, 'Has construction completed?'
Date Energized (If Applicable)	Enter the date the Sub Project was energized or restored to service, as applicable. Note that this field appears only when the filer selects 'yes' to the question, 'Has the project been energized or restored?'
Costs	

<p>Initial Estimated Project Cost</p>	<p>A. CCN projects: Enter the initial estimated cost from the CCN application. When reporting both T-Line and Substation Costs, enter each cost in separate fields. This number must not be changed in future months unless an application is amended.</p> <p>B. Non-CCN projects and other projects over \$250,000: Enter the estimated project cost that is required to be reported 45 working days before construction begins pursuant to §25.83 (c)(1).</p>
<p>Final Estimated Project Cost</p>	<p><u>Only applicable for CCN projects</u></p> <p>A. CCN Projects: Enter the latest available estimated cost from the month that construction starts. This number must not be changed after construction begins. If reporting both T-Line and Substation Costs, enter each cost in separate fields that are provided.</p>
<p>Final Actual Project Cost</p>	<p>A. CCN Projects: Enter the actual, final project cost after the project has been energized and all costs have been recorded.</p> <p>B. Non-CCN Projects and other projects over \$250,000: Enter the actual, final project cost after the project has been energized, or restored, and completed and all costs have been recorded.</p>
<p>Cost Analysis and Percent Variance</p>	<p>Only for CCN Projects and for PBR projects, filing entities are required to submit a breakdown of costs under the Cost Analysis tab.</p> <p>A. Cost Analysis - Coincident with the next monthly report but no later than 30 working days after submission of the final costs, the filing entity must provide a cost analysis as that submitted with the original or amended CCN application. This cost analysis must include:</p> <ol style="list-style-type: none"> 1. The cost estimate for the Commission-approved route included in the final order approving the route; 2. The cost estimate at the time construction began for the Commission-approved route; and 3. The final cost. <p>B. Cost Variance - A brief discussion of the reasons for any cost variances exceeding 10% must be included as a separate document, if applicable. Staff may request further information as needed. A cost variance explanation is not required for non-CCN projects.</p> <p>Cost variance is auto calculated by comparing the final actual project cost to the final estimated project cost for CCN projects and initial estimated project cost for non-CCN projects at the Sub Project level. This is a calculation of the percent of the cost over-run or under-run of each Sub Project.</p>

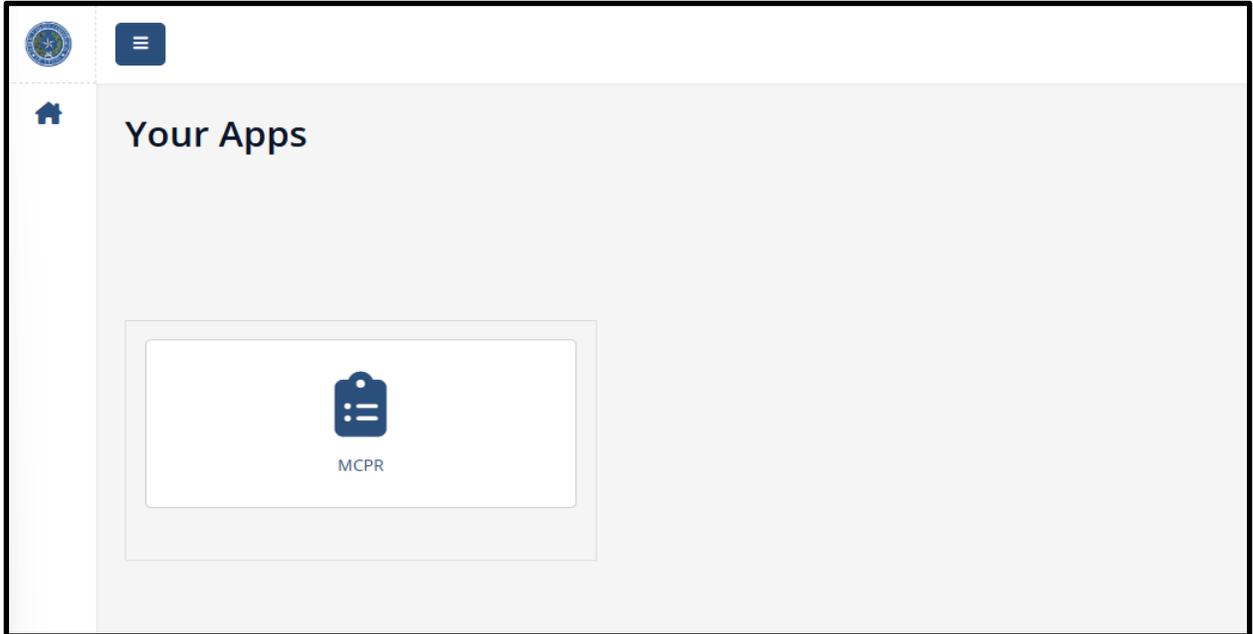
Percent Complete	State the construction progress of the project as a percent. Do not report the percent of money spent.
Existing Voltage (kV)	Enter the nominal system existing voltage, if any. In the event of a voltage upgrade, this will be the "before" voltage. If the project is for a new line, enter "na."
Upgraded or New Voltage	Enter the nominal system voltage after upgrade , or if new line construction is involved.
Double Circuit or Single Circuit	Select if the line is double circuit, single circuit, or mixed circuit.
Circuit Length	Enter the total circuit length (e.g., for a new double-circuit line using 10 miles of new ROW, the circuit length would be 20 miles. Please enter a number.
Conductor Type & Size & Bundling	Describe the conductor characteristics, including whether double or single circuit or mixed. A detailed explanation about conductor types may be provided in the comments box.
Structure Type(s)	Describe structure types and materials used.
Existing ROW Width (Feet)	<p>Enter width of existing ROW. If the project is only for a new line and no old ROW exists, enter "na" . If you are reporting details about a substation, please enter "station property".</p> <p>If there is a Sub Project that has multiple ROWs, type 'varies' to provide additional information. A new data field will open to provide additional explanation. The filing entity can also provide detailed explanation as a separate attachment.</p>
Existing ROW Length (Miles)	<p>Enter length of existing ROW. If the project is only for new line and no old ROW exists, enter "na". If you are reporting details about a substation, please enter "station property."</p> <p>If there is a Sub Project that has multiple ROWs, type 'varies' to provide additional information. A new data field will open to provide additional explanation. The filing entity can also provide detailed explanation as a separate attachment.</p>
New ROW Width (Feet)	<p>Enter new ROW width, in feet. If you are reporting details about a substation, please enter "station property."</p> <p>If there is a Sub Project that has multiple ROWs, type 'varies' to provide additional information. A new data field will open to provide additional explanation. The filing entity can also provide detailed explanation as a separate attachment.</p>

<p>New ROW Length</p>	<p>Enter new ROW length, in miles. If you are reporting details about a substation, please enter “station property.”</p> <p>If there is a Sub Project that has multiple ROWs, type ‘varies’ to provide additional information. A new data field will open to provide additional explanation. The filing entity can also provide detailed explanation as a separate attachment.</p>
<p>Comments</p>	<p>Enter information about a sub-project that is not included elsewhere, including reimbursed costs.</p>

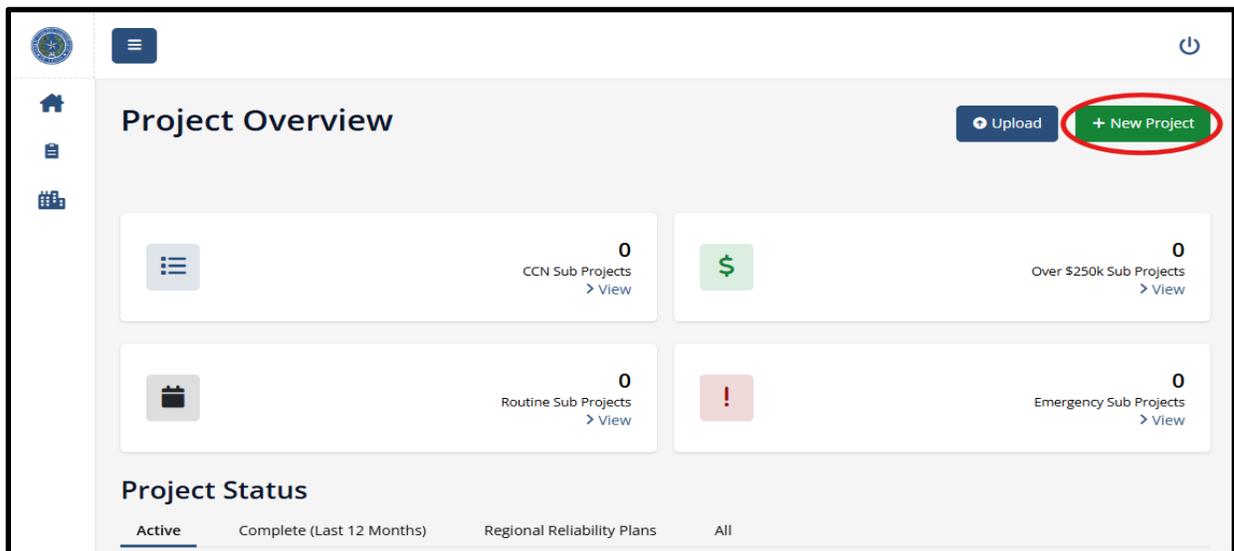
MCPR Reports Filing – Virtual Walkthrough

Manual Entry

1. Select “MCPR”



2. Creating a new Parent Project
 - a. On the Home page, select “+ New Project”



- b. Select “No” to the question “Is this a Regional Reliability Plan?”, if the Parent Project is not a Regional Reliability Project.

New Project

Home / New Project

General Information - Parent Project

Is this a Regional Reliability Plan?
 Yes No

(A) Transmission Tracking Number (TTN) Parent Project Number (PPN) Parent Project Name (Required)

Project Type Parent Initial Estimated Cost

Location(s) By City Location(s) By County (Required)

Parent Project Description (Required)

- c. After entering in required fields, select “Save & Continue”
 - i. Selecting “Save & Exit” takes user back to the Home page

Parent Project Description (Required)

Parent Project Documents

Search Delete Upload File Edit

0 to 0 of 0

Click here, or drop files here to upload.

Cancel Save & Exit **Save & Continue**

- 3. Creating a new Sub Project
 - a. Select “New Sub Project”

Test Active

Project Overview / Parent Project Details

General Information - Parent Project

Is this a Regional Reliability Plan?
No

Transmission Tracking Number (TTN)	Parent Project Number	Parent Project Name
99999-2025-10002	Test1	Test
Parent Project Type	Rule Subsection	Parent Initial Estimated Cost
Non-CCN - Emergency	§ 25.101(c)(3)	0.00

Location(s) By City:

Location(s) By County: Anderson County

Parent Project Description: Test

- b. After entering in required fields under general information, select “Save & Start Filing”
 - i. Selecting “Save & Exit” takes user back to the Home page

Project Description (Required)

Sub Project Documents

Search Delete Upload File Edit

0 to 0 of 0

Click here, or drop files here to upload.

Cancel Save & Exit **Save & Start Filing**

- c. Enter all applicable fields in the “Filing Details” tab and select “Submit Filing” at the end of the page

(U) Existing ROW Width (Feet)

(V) Existing ROW Length (Miles)

(W) New ROW Width (Feet)

(X) New ROW Length (Miles)

Comments

Comments

Cancel Save Changes **Submit Filing**

i. If “Save Changes” is selected, user can continue to enter all applicable fields by selecting “Edit”

4. Submitting a monthly update for an existing Sub Project
 - a. Select “+ New Monthly Report”

Test Active + New Monthly Report

Project Overview / Parent Project / Sub Project Details

General Information - Sub Project

Is this a Regional Reliability Plan?
No

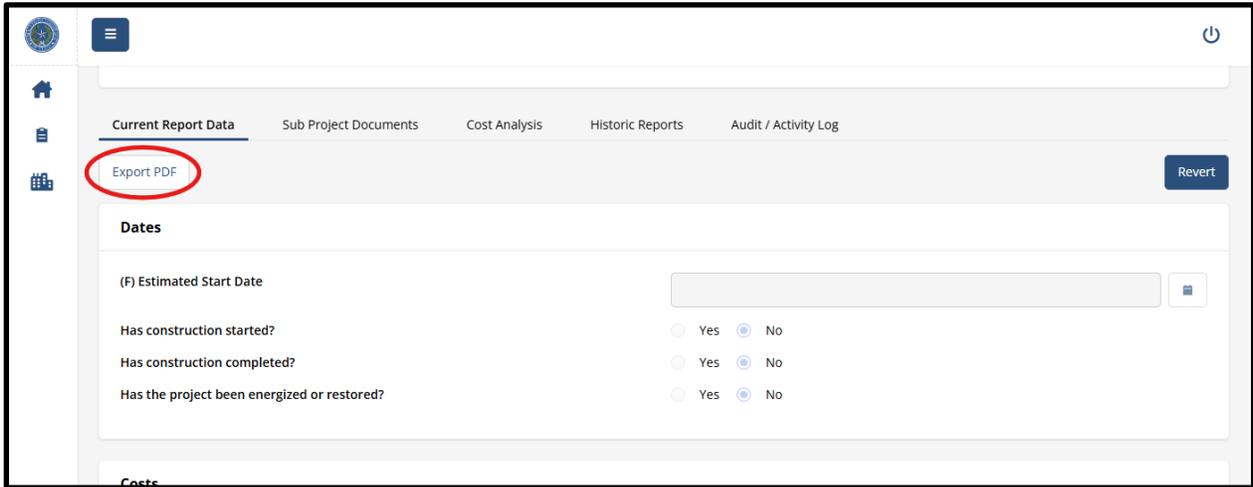
Transmission Tracking Number (TTN) 99999-2025-10002	Sub Project Number Test2	Sub Project Name Test
Project Type Non-CCN - Emergency	Rule Subsection § 25.101(c)(3)	

Location(s) By City Location(s) By County

Sub Project Description
Test

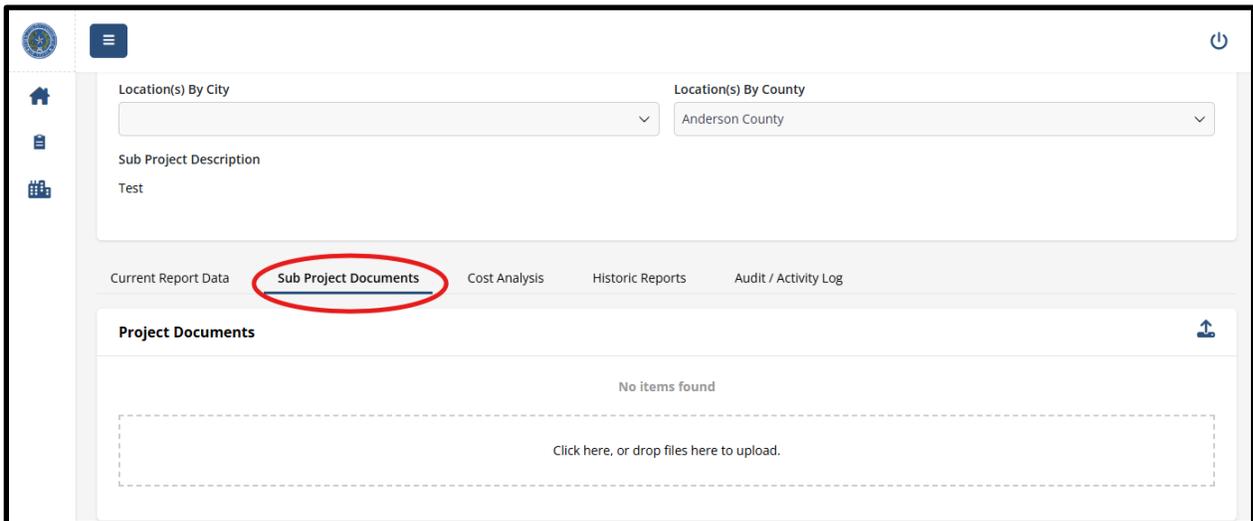
5. Downloading a Sub Project report (PDF)

- a. On the Sub Project Details webpage and Current Report tab, select the “Export PDF” button to download a Sub Project report



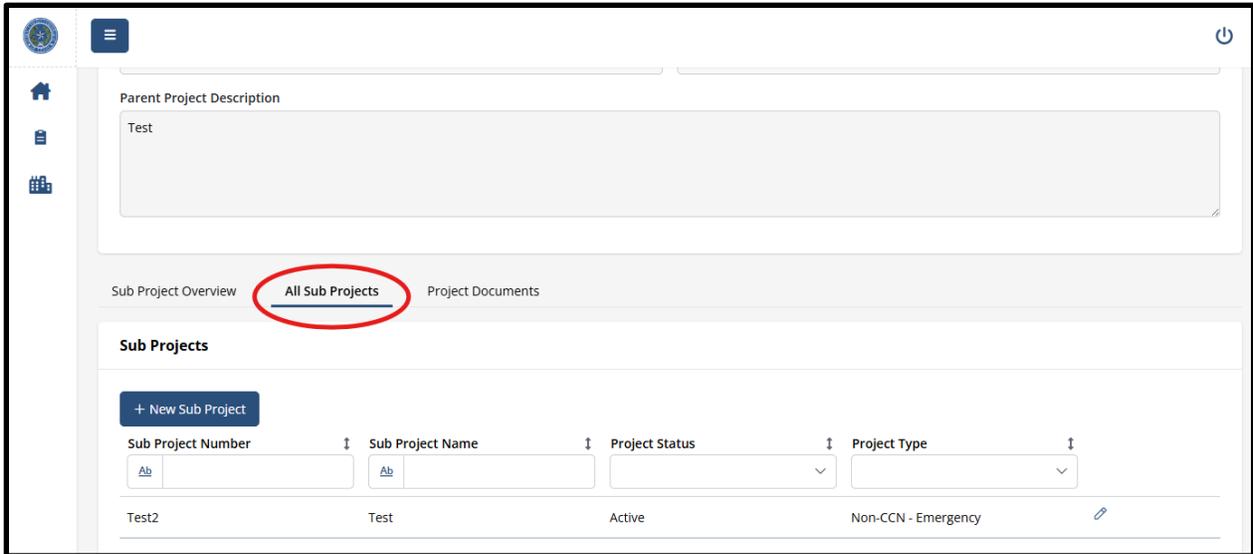
6. Uploading Sub Project Documents

- a. Select “Sub Project Documents” tab to upload documents specific to the specific Sub Project. There are two ways to upload:
 - i. Select “Click here or drop the files in the upload” box. Toggle the lock icon to mark the file as confidential or public.
 - ii. Select the up-arrow icon to browse for the file to upload.



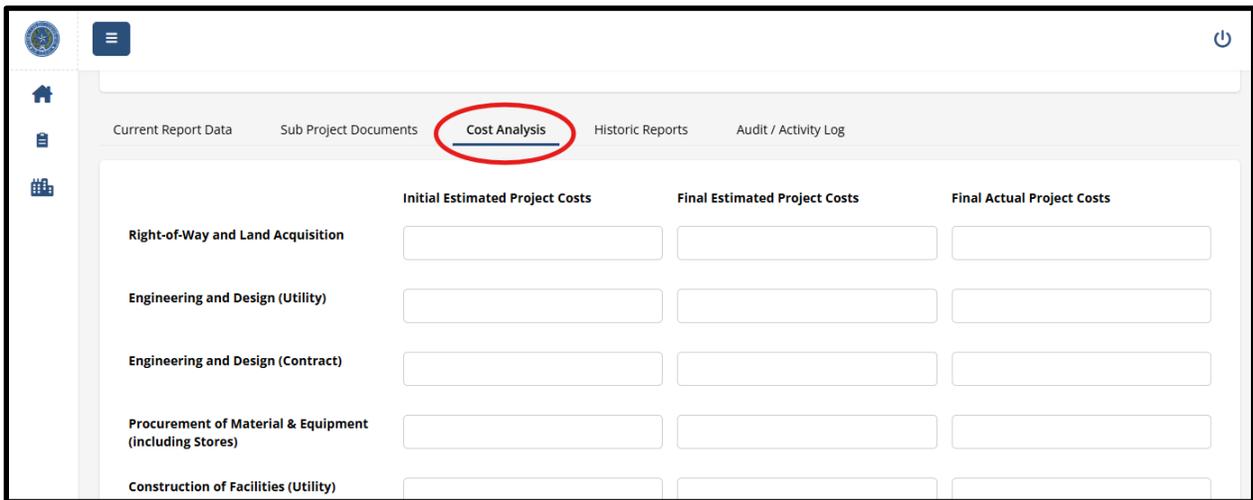
7. List of Sub Projects for a given Parent Project

- a. Navigate to the Parent Project Details webpage and select “All Sub Projects” tab to view all Sub Projects associated with the Parent Project



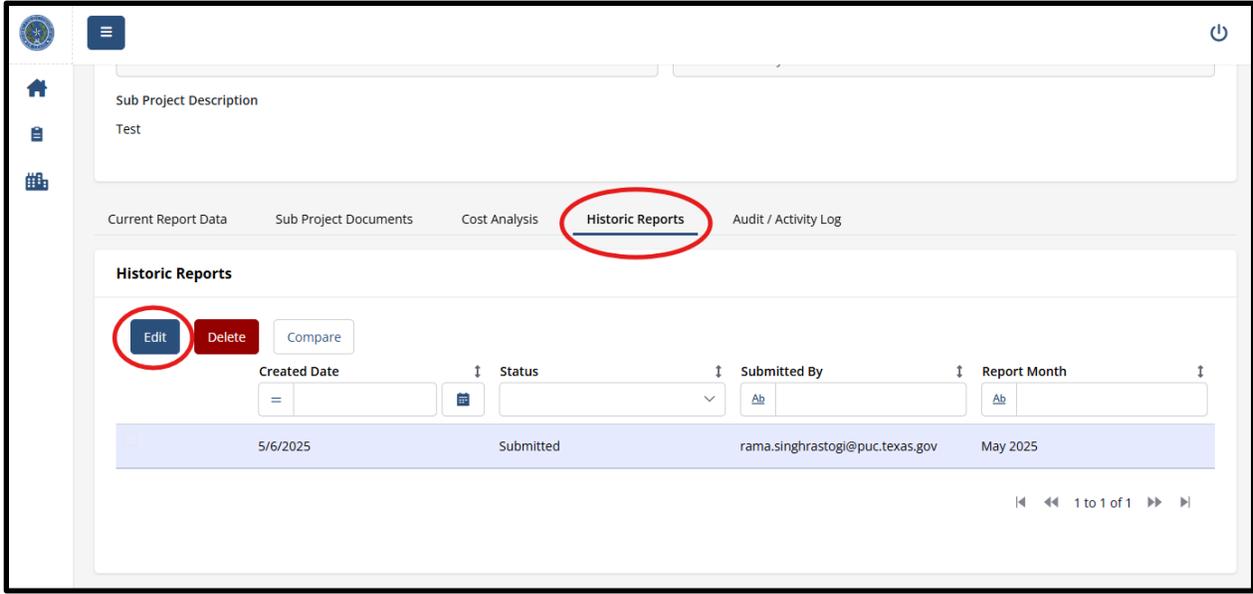
8. Submitting Cost Analysis

- a. Navigate to the Sub Project Details webpage by clicking the pencil icon in line with the specific Sub Project line-item under 'All Sub Projects' and select "Cost Analysis" tab to submit cost analysis data specific to the Sub Project



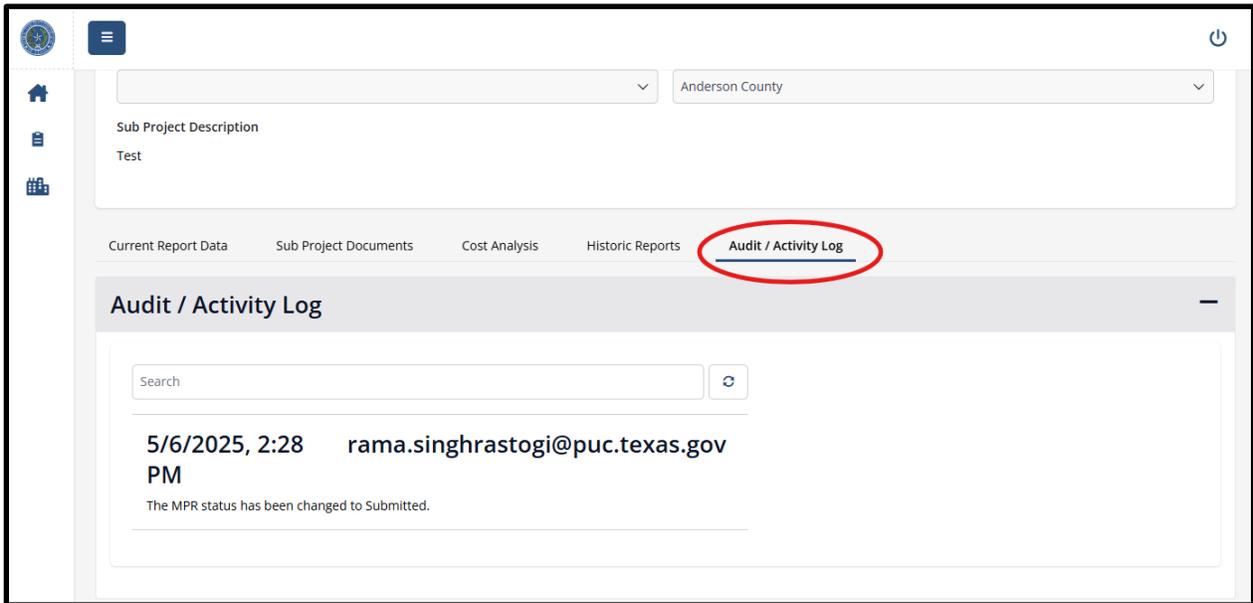
9. Viewing previous submissions for a given Sub Project

- a. Select "Historic Reports" tab to view previous Sub Project report submissions
 - i. Select a specific row to activate Edit, Delete, or Compare buttons



10. Viewing previous activity for a given Sub Project

- a. Select “Audit / Activity Log” tab to view the date, time, and user that made changes to a given Sub Project.



11. Marking a Parent Project as complete

- a. After all Sub Projects are completed, navigate to the Sub Project Overview tab (Parent Project Details webpage), select “Yes” in the “Is the project complete?” field in the Dates section, and enter the project completion date
- b. Select “Save Parent Project” to confirm the completion of the Parent Project.

Save Parent Project

Dates

(F) Estimated Start Date: 5/9/2025

Has construction started? Yes No

(G) Actual Project Start Date: 5/10/2025

Is the project complete? Yes No

(H) Project Completion Date: 5/11/2025

Costs to Date

12. Downloading a list of Parents Projects and Sub Projects

- a. On the Home page, select the “Export to Excel” button to download active, completed, or all projects in a spreadsheet

Project Overview [Upload] [New Project]

CCN Sub Projects: 0 [View]

Over \$250k Sub Projects: 0 [View]

Routine Sub Projects: 0 [View]

Emergency Sub Projects: 1 [View]

Project Status

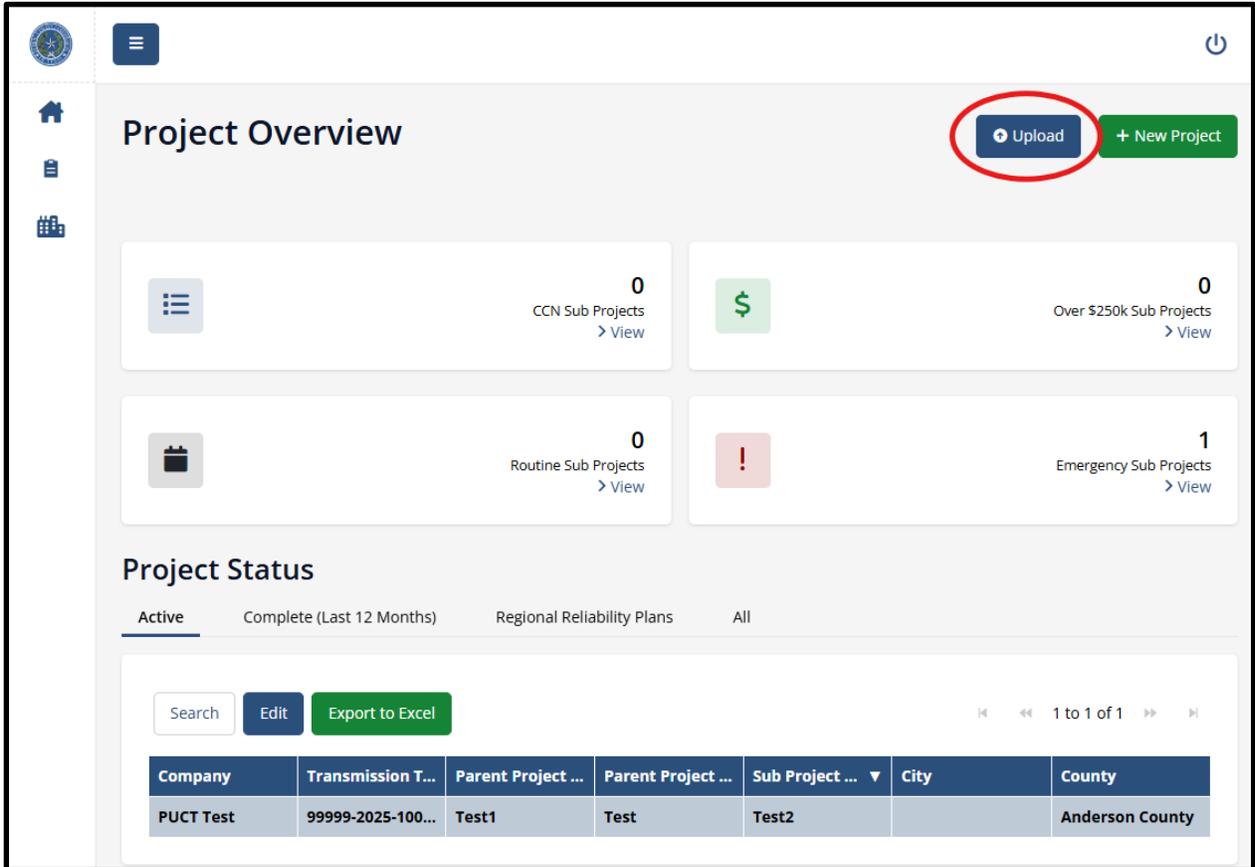
Active | Complete (Last 12 Months) | Regional Reliability Plans | All

Search [Edit] **Export to Excel** [1 to 1 of 1]

Company	Transmission T...	Parent Project ...	Parent Project ...	Sub Project ... ▼	City	County
PUCT Test	99999-2025-100...	Test1	Test	Test2		Anderson County

Bulk Upload

1. Uploading a spreadsheet with Parent Project(s) and Sub Project(s)
 - a. On the Home page, select “Upload” to browse for the file to upload, then select “Save”



The screenshot displays the 'Project Overview' dashboard. At the top right, there are two buttons: 'Upload' (highlighted with a red circle) and '+ New Project'. Below this, there are four summary cards: 'CCN Sub Projects' (0), 'Over \$250k Sub Projects' (0), 'Routine Sub Projects' (0), and 'Emergency Sub Projects' (1). The 'Project Status' section is active, showing a table with columns: Company, Transmission T..., Parent Project ..., Parent Project ..., Sub Project ..., City, and County. The table contains one row with data: PUCT Test, 99999-2025-100..., Test1, Test, Test2, and Anderson County.

- b. Bulk upload - [Excel sheet Template](#)
 - i. The column headers in the spreadsheet must not be changed
 - ii. In order to successfully upload, the Transmission Tracking Number or Parent Project Number cells must be populated. If it is a new filing and the Transmission Tracking Number is not assigned, the portal will assign it a new one.
 - iii. For column header definitions, refer to the Filing Instructions in the section above.
 - iv. For errors in uploading a spreadsheet, refer to the exact errors in the error message or reach PUCT staff for assistance. Contact information is provided at the end of this document under ‘Points of Contact’