

# DATA ELEMENT STANDARD

NUMBER:	03
SUPERSEDES:	N/A

SUBJECT <b>Project UID</b>	EFFECTIVE DATE: <b>04/30/2025</b>	NUMBER OF PAGES: <b>1 of 3</b>
THIS STANDARD APPLIES TO <b>Caltrans Employees, Contractors &amp; Consultants</b>	REVISION NUMBER: <b>0</b>	LAST REVIEWED: <b>N/A</b>
REFERENCE DES-07 Project Short Name (unpublished)	APPROVED SIGNATURE <i>Chad Baker</i>	

## **PURPOSE:**

This standard defines specifications for how a unique identifier (UID) is assigned to represent a Caltrans activity in corporate datasets and source systems of record (SSOR). For the purposes of this document, “project UID” is synonymous with UID. The term “project” can refer to a variety of efforts, including, but not limited to, capital projects, IT projects, maintenance projects, locally administered projects, indirect costs, etc.

This standard is intended to address UIDs created in the Division of Accountings database CGI Advantage (Advantage) for purposes of sharing, distributing, recording, monitoring, and reporting budgetary and expenditure information.

This standard will be carried over and modified as needed to any system that replaces Advantage.

## **GENERAL INFORMATION:**

The SSOR for project UID has been identified as Advantage. This data element may also be known as an “EFIS ID” or “EFIS” by certain internal units or groups.

There has been no enterprise data standard for project UID in Advantage, so values may be missing or represented differently between downstream systems which impacts data sharing and interoperability. For example, project data stored in different systems cannot be shared if their project UID are missing, are based on legacy business rules, or do not match each other.

Downstream systems from Advantage shall use this Data Element Standard unless there are technological limitations. Where this is not possible due to said technical limitations, the Project Short Name Data Element Standard (DES-07) may be used until that system is replaced or made capable of using this standard.

This standard defines how project UID will be derived within Advantage and represented to improve data consistency, accuracy, and interoperability.

**STANDARD:**

When a project is set up in Advantage via a Cost Accounting Setup (CAS) document, a UID is generated. That UID will be based on the following business rules:

1. The UID shall consist of 10 characters in the format:

DDFY#####

DD	FY	#####
Two-Digit District	Two Digit Fiscal Year	Six-Digit Sequential Number

EXAMPLE = 0625000001

2. For LOCADM projects, the Division of Local Assistance initiates projects using its LP2000 database to generate the project UID via these same rules.
  - a. Older LOCADM projects may not comply with this business rule.
3. For non-HWYS projects initiated by headquarters programs, the two-digit district (DD) is represented by "00".
4. The fiscal year (FY) ends on June 30<sup>th</sup> at 11:59:59pm and begins on July 1<sup>st</sup> at 12:00am of the calendar year.
  - a. The six-digit sequential number starts at "000001" at the start of the new fiscal year, with a maximum value of "999999".

The project UID shall comply with the attached data specification and be a unique ID within Advantage. Downstream systems shall not modify the project UID in any way to avoid duplication. Downstream systems shall reference the project UID field from Advantage. Where this is not feasible, each program (database system) shall comply with this standard during the next scheduled data migration or system update.

**REFERENCES:**

[Division of Accounting Project ID Guide<sup>1</sup>](#)

[Project Request Form – FA-2655<sup>2</sup>](#)

<sup>1</sup> <https://accounting.onramp.dot.ca.gov/project-id-guide>

<sup>2</sup> <https://cefs2.dot.ca.gov/v2Forms/servlet/FormRenderer?frmId=FA2655>

**FINANCIAL IMPACT:**

Some programs and/or database systems may require additional resources to meet these requirements. For example, data values which are not stored according to this standard may need to be updated.

Staff time will be saved from manually checking, reviewing, and revising data. Standardizing project UID improves efficiency and decision making.

# DES-03\_ProjectUID\_v0 for Signature

Final Audit Report

2025-05-08

Created:	2025-04-30
By:	Caleb McCallister (s143583@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOtMjKHlsI4ES5iBkrGhhMJ4_sojlGf

## "DES-03\_ProjectUID\_v0 for Signature" History

- ✉ Document created by Caleb McCallister (s143583@dot.ca.gov)  
2025-04-30 - 10:33:16 PM GMT- IP address: 149.136.17.253
- ✉ Document emailed to Chad Baker (chad.baker@dot.ca.gov) for signature  
2025-04-30 - 10:34:59 PM GMT
- ✉ Email viewed by Chad Baker (chad.baker@dot.ca.gov)  
2025-04-30 - 10:35:14 PM GMT- IP address: 54.209.97.48
- ✉ Email viewed by Chad Baker (chad.baker@dot.ca.gov)  
2025-05-08 - 1:57:39 PM GMT- IP address: 149.136.25.249
- ✍ Document e-signed by Chad Baker (chad.baker@dot.ca.gov)  
Signature Date: 2025-05-08 - 3:30:52 PM GMT - Time Source: server- IP address: 149.136.25.249
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