

APPENDIX A – PROJECT CONTROL NUMBER (PCN)

The format of the Project Control Number (PCN) for various types of projects is given below and on the following pages.

A.1 Projects with UPC Numbers

The 11-character PCN is composed of the following:

<u>Position</u>	<u>Explanation</u>
1-8	= IPM Number, with leading zeroes
9	= Type of Project: C – L&D (Construction) D – Drainage Structures over 20' in length B – Bridge L – Environmental R – Right of Way T – Traffic Engineering U – Utilities X – Maintenance (Regular Project using Maintenance Funds) N – No Plan M – Minimum Plan
10-11	= For Constr., Bridge, etc. The last two digits of the fourth part of the project number, following the C, B, R, etc.

(Ex: for C503 project, enter 03 in positions 10 & 11
for B622 project, enter 22 in positions 10 & 11)

Examples of PCN for Projects with IPM Numbers:

00003941C03 (C503 project for IPM# 3941)
00015492B01 (B601 project for IPM# 15492)
00006793R01 (R201 project for IPM# 6793)

A.2 Maintenance Projects & SAAP Projects

The 12-character PCN is composed of the following:

<u>Position</u>	<u>Explanation</u>
1	= M (for Maintenance-funded)
2	= 1 – Bristol 2 – Salem 3 – Lynchburg 4 – Richmond 5 – Hampton Roads 6 – Fredericksburg 7 – Culpeper 8 – Staunton 9 – Northern Virginia
3-4	= Year EX. 10 or 11
5-6	= Project Type = ST – Surface Treatment SS – Slurry Seal LM – Latex Modified PM – Plant Mix
5-6	= Schedule Letter – A, B, C, etc.
8-12	= 5 Digit Unique UPC

A unique UPC is set up for each county, for each system. The District Maintenance Engineer will assist in determining the PCN for your project.

Examples of PCN for Maintenance & SAAP Projects:

M203STA39611
M803LMA29606

A.3 District Originated or Urban Projects (Non-IPM Projects)

The 12-character PCN is composed of the following:

<u>Position</u>	<u>Explanation</u>
1-2	= BR – Bristol SA – Salem LY – Lynchburg RC – Richmond SU – Hampton Roads FR – Fredericksburg CU – Culpeper ST – Staunton NV – Northern Virginia UR – Urban
3-12	= Assigned by Districts or Local Assistance Division

A.4 Prime Project PCN and Contract ID

Both the Prime Project PCN and the Contract ID begin with a C and end with the PCN of the largest project.

Example 1: Projects are 00003942C01
00003942B01
00003942B02

Prime Project = C00003942C01
Contract ID = C00003942C01

Example 1: Projects are M803CMA39606
M803CMA39720

Prime Project = CM803CMA39606
Contract ID = CM803CMA39606

Note: The C is added to the PCN. It does not replace the first digit of the PCN.