	<b>WATER AND SEWER SERVICE POLICIES</b>	<i>EFFECTIVE DATE:</i> June 9, 2016
	<i>POLICY TITLE:</i> <b>SERVICE CONNECTION POLICY</b>	<i>STARTING SECTION:</i> 41500
		<i>OWNER: Director of Finance</i>

**Division IV Chapter 1**

**Chapter 1. DEVELOPMENT; CONSTRUCTION; CONNECTION TO THE SERVICE AUTHORITY'S SYSTEM.**

**Article 5. SERVICE CONNECTION POLICY.**

APPROVED BY BOARD OF DIRECTORS  
MAY 10, 2007 RESOLUTION # 07-05-19 ADOPT SERVICE CONNECTION POLICY  
JULY 12, 2007 RESOLUTION # 07-07-30 AMEND SERVICE CONNECTION POLICY  
SEPTEMBER 11, 2014 RESOLUTION #14-09-34 REVISED SERVICE CONNECTION POLICY  
JUNE 9, 2016 RESOLUTION #16-06-30 AMENDED SERVICE CONNECTION POLICY

Sections.

- 41500. Purpose.
- 41505. Definitions.
- 41510. General Policy Statements.
- 41515. Funds.
- 41520. Rate Setting.
- 41525. New Connection Overview.
- 41530. Availability Fees.
- 41535. Facility Charges.
- 41540. Local Facilities Charges (LFC's).
- 41545. Requests for Service Outside the Area Currently Served by the Authority.
- 41550. System Acquisition Requests.
- 41555. Master Plan Utility Adjustments (MPUA's).

**§ 41500. Purpose.**

The Service Connection Policy establishes guidelines for providing new water and sewer service in an equitable and uniform manner. This policy may require interpretation by the General Manager of the Authority and may be amended as necessary by the Board of Directors. The General Manager shall implement any procedures necessary to enforce this policy.


**§ 41505. Definitions.**

“The Act” The Virginia Water and Waste Authorities Act, Va. Code ann. §15.2-5100 et seq.

“Area Served” Area served by Authority facilities within the Authorized Service Area.

“Authorized Service Area” is the geographical limits of Prince William County.

“Availability Fee” The fee paid when applying for Certification to cover the cost of the customer’s pro-rata share of water and/or wastewater treatment capacity, water transmission mains, sewer interceptors, storage tanks, pumping stations, reservoirs, infiltration and inflow and Engineering Administration.

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“Capacity” Any amount of water or sewage that can be treated, moved or held in a treatment plant or system infrastructure, over a certain period of time.

“Certification” The written authorization executed by the Authority’s Engineering & Planning Division to establish service and physically connect a new location to the Authority’s water and/or sewer system upon payment of the Availability Fee.

“Connection Facilities” All facilities constructed by the Property Owner and conveyed to the Authority. Connection Facilities may include collection and/or distribution mains, water service lines, sewer laterals, taps, fire hydrants and all other facilities from the Authority’s existing water or sewer main up to and including the meter box or flush station, or, in the case of gravity sewer laterals, up to the VDOT right-of-way line. These costs are the responsibility of the Property Owner and are not covered in the Availability Fee. Connection Facilities are typically within a public easement or VDOT right-of-way. Property Owner responsibilities regarding maintenance of gravity sewer mains, sewer service lines and laterals, grinder pumps, sump pumps, and water service lines are further defined in Administrative Code sections 45101-45105 Water Service Responsibilities and 45201-45215 Sewer Service Responsibilities.

“Convey” To contribute the ownership of real property or an asset to the Authority.

“Customer Facilities” All facilities that are constructed, owned and maintained by the Property Owner. Customer Facilities include the portion of the water service line or sewer lateral from the house or building to the meter box, or flush station, or in the case of gravity sewer laterals, up to the VDOT right-of-way line. All gravity sewer laterals not in a VDOT right-of-way are Customer Facilities. Customer Facilities are typically on private property.

“Developer Charges” Any Administrative Fees such as Plan Review Fees, Inspection Fees, As-built Fees, Meter and Meter Installation Fees, charged by the Authority to facilitate connecting a new location to the Authority’s water and/or sewer system.

“Entity” A water and/or sewer service provider of an existing water and/or sewer system.


“Local Facilities Charge” (“LFC”) A charge designed to recoup the proportionate cost of designated infrastructure projects from new service locations within the specific service area that benefits from the project.

“Property Owner” The owner(s) or party(ies) with an ownership interest in a specific property, such as developers, builders, individual property owners, government entities or any other owner(s).

“Sewer Interceptor” A pipeline integral to the movement of wastewater from a large service area to a sewer lift station or treatment facility as identified by the Authority.

“Supplemental Availability Fees” Availability Fees paid by an existing customer when additional capacity is requested by a customer or required by the Authority.

“Water Transmission Main” A pipeline integral to the movement of water from a pump station or source of supply to a water storage tank or a large service area as identified by the Authority.


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**§ 41510. General Policy Statements.**

- (a) Policy Coverage: These principles shall govern all activities related to extending new service and replacing or upgrading existing service.
- (b) Comprehensive Plan Compliance: The Authority shall comply with the Prince William County Comprehensive Plan in effect at the time of request for new service. The Comprehensive Plan (SEW-POLICY 1 and WA-POLICY 1) reflects a “growth pays for growth” philosophy meaning that to the maximum extent possible the cost of water and sewer system expansions and increases in the water and sewer system are to be borne by new development and new customers connecting to the water and/or sewer system.
- (c) Bond Covenants: The Authority shall charge and collect rates, fees and charges so fixed or revised, in accordance with the provisions of the Act and to meet all obligations and covenants associated with Authority debt, in order to at all times sufficiently (a) pay the cost of maintaining, repairing and operating the water and sewer utility system, and facilities incident thereto, on account of which bonds are issued, including reserves for such purposes and for replacement and depreciation and necessary extensions, (b) pay the principal of and the interest on the revenue bonds when due and reserves therefore, and (c) provide a margin of safety for making such payments.
- (d) No Free Service/Financial Assistance: The Authority shall not provide free or discounted service. Water and/or sewer service is provided only at the published charges in the Authority’s adopted rate schedule. The Prince William County Department of Fire and Rescue is exempt from usage charges. The Authority does not offer payment plans, loans or funding of Availability Fees or construction costs for water and sewer infrastructure for Property Owners.
- (e) Fairness and Equity: The Authority shall treat all present and future customers fairly and equitably.
- (f) Cost Responsibilities: Existing ratepayers shall not subsidize new customers. To the maximum extent practicable, new customers shall pay for new development (growth shall pay for growth). The Authority shall not waive Availability Fees.
- (g) User Rates and Availability Fees: User rates shall pay the costs to service existing customers and Availability Fees shall pay for expansion costs associated with new customers.

**§ 41515. Funds.**

- (a) Four Funds for Revenue and Expenses: The Authority shall segregate all revenues and expenses into four funds. These funds and their uses are defined as follows:
- (b) Operating Fund: The Operating Fund (Fund 1) is funded by user rates (monthly bill payments) and used to pay for daily operations.
- (c) Expansion Fund: The Expansion Fund (Fund 2) is funded by Availability Fees and other Developer Charges, such as Inspection Fees, and is used to pay for development administration and capital projects that increase capacity.
- (d) Commitment Fund: The Commitment Fund (Fund 3) is funded by Availability Fees and is used to pay debt service associated with water and wastewater capacity agreements.

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(e) Replacement Fund: The Replacement Fund (Fund 4) is funded annually by a balance transfer from the Operating Fund and is used to pay for capital replacement expenditures.

**§ 41520. Rate Setting.**

- (a) Rates, Fees and Charges: All rates, fees and charges imposed as provided hereunder shall conform to the provisions of the Act and all applicable requirements and covenants associated with Authority debt.
- (b) Approval of User Rates: The Authority shall set user rates to cover the projected costs of operating and maintaining the water and sewer system, as well as debt service, and capital costs, for repair and replacements of the existing water and sewer system that benefit existing customers. User rates are set to recover the costs budgeted in the Operating Fund and Replacement Fund. The Authority's Board of Directors shall approve user rates.
- (c) Availability Fees: The Authority shall set Availability Fees to cover expansion costs and debt service associated with new capacity. The Authority's Board of Directors shall approve Availability Fees.
- (d) Administrative Fees: The General Manager shall set Administrative Fees to cover administrative costs such as labor and materials associated with a specific task. The General Manager shall have the authority to adjust Administrative Fees as necessary.

**§ 41525. New Connection Overview.**


- (a) Zoning: A property must be zoned and planned by Prince William County with a land use designation that permits public water and sanitary sewer.
- (b) Utility Standards Manual (USM): All service connections or infrastructure that will be part of the Authority's water and sewer system must comply with the Authority's USM. The USM represents the policies and standards required to design and construct extensions to water mains, sanitary sewers and minor sewage pumping stations to be owned and operated by the Authority. The current USM and details can be found on the Authority's website. Property Owners may also obtain a copy through the Engineering & Planning Division.
- (c) Developer Charges and Availability Fees: Property Owners shall pay all applicable Developer Charges and Availability Fees as defined by the Authority's adopted rate schedules and policies. Developer Charges and Availability Fees shall, to the maximum extent possible, practicable, and feasible cover the cost of service.
- (d) Application and Availability: The Authority allocates water and sewer capacity on a first-come, first-served basis as long as capacity is available and such requests are in accordance with the Prince William County Comprehensive Plan. All customers connecting a new location to the Authority's water and/or sewer system are required to apply for connection through the Authority's Engineering & Planning Division. The Authority's Engineering & Planning Division shall make an initial determination of whether a connection is feasible (i.e., is capacity available, are there legal restrictions to the proposed connection, etc.).

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- (e) Plan Review: Property Owners seeking water and/or sewer service for a location in which no prior service has been established and for which new construction is planned shall submit a development or public improvement plan to Prince William County which will be routed to the Authority for review and approval. Plans for properties located in the Town of Haymarket, Town of Occoquan and Dumfries must be submitted directly to the Authority. The water and sewer facilities will be reviewed in accordance with and for compliance with the Authority's USM. Property Owners of a single lot or parcel seeking water and/or sewer service for a location which has an existing service and/or an existing building or home shall work with the Authority's Engineering & Planning Division to sketch the desired service. Property Owners shall pay all applicable Plan Review Fees.
- (f) Utility Permit: Property Owners may request a Utility Permit from the Authority once the project plan has been approved by Prince William County or applicable jurisdiction. The Utility Permit authorizes ground work for utility installation to begin and initiates the Authority's inspection process. The Utility Permit includes a letter from the Authority to the Virginia Department of Transportation (VDOT) which states that the Authority will take over and maintain Authority approved infrastructure in that portion of the VDOT right of way identified in the project plans. Property Owners applying for a Utility Permit shall pay all applicable charges, such as Inspection Fees, As-Built Fees, and applicable Closed Circuit Television Inspection (CCTV) Fees prior to the issuance of the Utility Permit.
- (g) Certification: Certification is the written authorization executed by the Authority's Engineering & Planning Division to establish service and physically connect a new location to the Authority's water and/or sewer system. Property Owners may apply for Certification once all Utility Permit Fees have been paid. Property Owners applying for Certification shall pay all applicable charges such as Application Fees, Availability Fees, Local Facility Charges, Meter and Meter Installation Charges, and Final Inspection Fees. No connection to the Authority's water and/or sewer system may be made without proof of Certification.
- (h) Meter Set: Property Owners must pay all Certification Fees and have received written authorization for beneficial use by the Authority's Engineering Division prior to requesting a meter set to initiate service.
- (i) Prince William County: Prince William County requires an Approved Final Inspection Report from the Authority prior to issuing an Occupancy Permit. Prince William County also requires the Authority to approve the Property Owner's request for bond release.

**§ 41530. Availability Fees.**

- (a) Availability Fees: Availability Fees charged by the Authority shall cover the cost of the customer's pro-rata share of water and/or wastewater treatment capacity as well as water transmission mains, sewer interceptors, storage tanks, reservoirs, pumping stations, infiltration and inflow and Engineering Administration. Availability Fees do not cover extensions of infrastructure as further defined in Section 41535 Facility Charges. Availability Fees shall not be used to pay for operations, maintenance, repairs or capital improvements to benefit existing customers.
- (b) No Availability Fee Waivers: Property Owners connecting to the Authority's water and/or sewer system shall pay an Availability Fee. The Authority shall not waive Availability Fees.
- (c) Nonrefundable and Nontransferable: Availability Fees are sold in Equivalent Residential Units (ERU) at the time of Certification and are non-refundable. Certifications are fixed to the property certified

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and cannot be transferred to other properties. Should that capacity cease to be needed at the connection initially served, the capacity can be applied in support of any other connection that is located on the same parcel of land. Where a parcel of land with assigned capacity is to be subdivided, or its boundaries adjusted, capacity may be applied to support service on the resultant property or properties.

(d) Capacity Allocation: The payment of an Availability Fee allocates an amount of capacity in the Authority’s water and/or sewer system.

a. One Equivalent Residential Unit of water is allocated 10,000 gallons maximum usage per month based on the following:


Water	Peaking Factor	Gallons per Day	Gallons per Month
<b>Annual Average Use<sup>1</sup></b>	1	250	7,500
<b>Maximum Monthly<sup>2</sup></b>	1.3	-	10,000
<b>Maximum Daily<sup>3</sup></b>	1.6	400	-
1 - Annual Average Daily use per residential unit of 250 gallons per day (GPD) is based on accepted industry standard. The average gallons per month is calculated by multiplying 250 gallons per day times 30 days.			
2 - The Maximum Monthly use per residential is calculated by multiplying the annual average monthly use of 7,500 gallons times a 1.3 maximum month peaking factor, which is based on the Authority’s historical peaking experience. This is rounded to 10,000 gallons per month.			
3- The Maximum Daily use per residential unit of 400 gallons is calculated by multiplying the annual average daily use of 250 gallons times a 1.6 maximum daily peaking factor, which is based on the Authority’s historical peaking experience.			

Although the Authority is subject to water capacity limits from its wholesale water providers based on maximum day, Availability Fees are based on maximum monthly demand as the Authority measures a customer’s water usage on a monthly basis.

b. The estimated maximum daily usage for each additional unit of sewer capacity is 330 gallons based on the Authority’s historical peaking experience.

(e) Equivalent Residential Units (ERU’s): ERU’s are determined for each customer class as follows.

- Residential: One ERU shall be assigned to each single family home or townhouse.
- Multi-family Residential: ERU’s for apartments, condominiums, or like use, shall be based on 80% of 1 ERU, per dwelling unit.
- Student Housing: ERU’s shall be based on the specific estimated peak monthly usage.
- Commercial: ERU’s for meter sizes ¾” through 2” shall be based on a fixed schedule as indicated in the Authority’s adopted schedule of Rates and Fees. Commercial ERU’s for meter

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sizes 3" and greater shall be calculated on an individual basis based on the specific customer's peak monthly usage.

The Authority's Engineering and Planning Division shall review a customer's estimated instantaneous flow based upon fixture unit computations to verify the rated capacity of the requested meter size is adequate. In certain circumstances, such as establishing the ERU basis for 3" and larger commercial meters, the Authority's Engineering and Planning Division may also consider (1) typical consumption for like facilities or customers; (2) comparable consumption data for like facilities or customers; (3) type of use, principal use, or timing of use; (4) other engineering or hydraulic information when instantaneous demands cannot be predicted by the fixture units such as water used in processing or manufacturing applications; or 5) other factors applicable to the specific customer when trying to establish appropriate meter size or ERU's.

- (f) High Demand: Commercial customers shall pay High Demand Charges for water consumption above their allotted ERU's as defined by the Authority's adopted User Rates.
- (g) Meter Size: The required meter size is approved during the Plan Review process and is based on the customer's maximum instantaneous flow rate as supported by the customer's submitted plans. Should actual consumption exceed the meter's rated capacity, the Property Owner shall be required to upgrade the meter to the appropriate meter type and size and pay any associated meter charges and Supplemental Availability Fees.
- (h) Supplemental Availability Fees: Additional capacity may be requested by the customer or required by the Authority. Supplemental Availability Fees are calculated in ERU's and are based on either the change in meter size or the amount of capacity to be added (ERU's used during the peak month, less ERU's previously purchased) based on the current rates in effect at the date of the bill. Customers identified as exceeding the applicable usage limits and who consistently place high demands or a capacity burden on the Authority's water and sewer system may be required to pay Supplemental Availability Fees. At any time, the Authority reserves the right to seek Supplemental Availability Fees when water or sewer demand exceeds the amount of capacity purchased, regardless of a change in ownership.
- (i) Deferrals: In unusual circumstances, the General Manager may allow a deferral of Availability Fees of up to twelve months for government agencies. Such a request must be made in writing to the General Manager's office. In the case of an approved government deferral, the Authority shall waive the requirement of the government agency to show proof of Certification to Prince William County.

**§ 41535. Facility Charges.**

- (a) It is the responsibility of the Property Owner to make all improvements, both on-site and off-site, to the water and sanitary sewer systems necessary to develop a property. Property Owners shall be responsible to construct and pay for all Connection and Customer Facilities. The Property Owner shall also be responsible for obtaining any right of entry, such as easements or private property agreements that may be required to connect service.
- (b) The Authority does not construct or fund local lines (water or sewer) for the purpose of serving existing neighborhoods, lots or undeveloped areas. The Authority only constructs Water Transmission Mains and Sewer Interceptors to support water and sewer system operations. The extension of service is the responsibility of the Property Owner.

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- (c) All extensions and upgrades to the Authority’s water and sewer system must be made in accordance with the Authority’s USM. The Authority’s Engineering & Planning Division shall inspect that new connections are in compliance with the Authority’s USM.
- (d) Connection Facilities are all facilities constructed by the Property Owner and conveyed to the Authority. Connection Facilities may include collection and/or distribution mains, water service lines, sewer laterals, taps, and all other facilities from the Authority’s existing water or sewer main up to and including the meter box or flush station, or, in the case of gravity sewer laterals, up to the VDOT right-of-way line. These costs are the responsibility of the Property Owner and are not covered in the Availability Fee. Connection Facilities are typically within a public easement or VDOT right-of-way. Property Owner responsibilities regarding maintenance of gravity sewer mains, sewer service lines and laterals, grinder pumps, sump pumps, and water service lines are further defined in Administrative Code sections 45101-45105 Water Service Responsibilities and 45201-45215 Sewer Service Responsibilities.
- (e) Customer Facilities are all facilities that are constructed, owned and maintained by the Property Owner. Customer Facilities include the portion of the water service line or sewer lateral from the house or building to the meter box, or flush station, or, in the case of gravity sewer laterals, up to the VDOT right-of-way line. All gravity sewer laterals not in VDOT right-of-way are Customer Facilities. Customer Facilities are typically on private property.
- (f) The Authority may elect to increase the size, re-route, or extend facilities in conjunction with the service connection request. In these cases, the requesting Property Owner is only responsible for the cost of Connection and Customer Facility Costs required to deliver service to the location. See Section 41560 Master Plan Utility Adjustments (MPUA’s).


**§ 41540. Local Facilities Charges (LFC’s).**

- (a) New service locations may be subject to an additional fee established by the Authority’s Board of Directors called a Local Facilities Charge (LFC). LFC’s are designed to recoup the proportionate cost of designated infrastructure projects from new service locations within the specific service area that benefits from the project. Such projects are paid for by the Service Authority or a third party and are not included in the Availability Fee.
- (b) An LFC shall be established on a pro-rata basis (per lot, ERU, or acre). If a property is subject to an LFC, the fee must be paid in accordance with the terms stated in the resolution adopted by the Board of Directors. Financial responsibility is incurred at issuance of a Utility Permit or Certification.

**§ 41545. Requests for Service Outside of the Area Currently Served by the Authority.**

- (a) Authority as Service Provider: The Authority is not the only water and sewer service provider within the Authorized Service Area. The Authority shall only review requests for service within the Area Served.
- (b) Other Service Provider Options: If the Authority does not provide service to a particular area within the Area Served, and a Property Owner is able to obtain service through another service provider, the Authority may agree to allow the Property Owner to connect to the other service provider’s water and/or sewer system while remaining as a customer of the Authority. A separate agreement



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concerning this connection will be required between the Authority, the Property Owner and the service provider.

**§ 41550. System Acquisition Requests.**

- (a) The Authority shall in good faith consider any request from another Entity to acquire all or a portion of the other Entity’s existing water and/or sewer system located in the Authorized Service Area.
- (b) A formal written request shall be sent to the Authority’s General Manager from the Entity’s governing body.
- (c) The Authority’s General Manager shall take the request to the Authority’s Board of Directors for approval to take such matters into consideration.
- (d) The Authority’s Board of Directors may direct the General Manager to take the request to the Prince William Board of County Supervisors for consideration.
- (e) The General Manager shall appoint a Service Connection Committee (SCC) to perform and/or coordinate an acquisition analysis. The SCC may request an independent third party to perform or assist in performing the analysis. The analysis shall, at a minimum, determine: economic feasibility, operational feasibility, detailed condition of the water and/or sewer system, legal issues, regulatory issues, future costs, and other necessary analysis. The SCC shall recommend any cost sharing between the Authority and the requesting entity, for the costs of such analysis.
- (f) The SCC shall review the assessment and provide a detailed report to the General Manager to include, but not be limited to, a summary of the findings, available options, recommendations, and suggested terms and conditions.
- (g) The General Manager shall report findings and recommend a course of action to the Board of Directors for approval. Due to the nature of negotiations, the Board may elect to give the General Manager guidance in closed session.
- (h) The General Manager shall negotiate an agreement based on guidance provided by the Board of Directors. The Board of Directors must approve the final agreement.
- (i) A water and/or sewer system acquisition shall transfer all rights of ownership and operation of water and/or sewer services to the Authority.

**§ 41555. Master Plan Utility Adjustments (MPUA’s).**

- (a) In all cases, Property Owners will be required to construct water and sewer lines sized in accordance with the requirements of the USM. Adequate line sizes for any development project will be determined based upon engineering calculations prepared and sealed by a Professional Engineer licensed in Virginia. However, the Authority may require certain lines within a Property Owner’s project to be increased in size or length in order to serve other properties within a larger service area. The physical size difference in pipeline size and/or length between what is adequate for a given development based on the engineering calculations, and what the Authority requires, will constitute the differential for cost reimbursement. In such instances where increased pipeline size or length is required by the Authority, the Property Owner may request reimbursement for the cost differential, which will be approved on a case-by-case basis. All engineering computations for

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reimbursement will be reviewed and approved by the Authority prior to acceptance of any reimbursement requests.

- (b) The Property Owner requesting payment for differential costs must prepare and submit a detailed cost estimate to the Authority's Engineering & Planning Division. The cost estimate must contain an appropriately detailed listing of all pipe materials, quantities, and supplier prices for both the adequate and required pipe sizes and lengths. All cost estimates must be signed by a representative of the Property Owner and must include the name, address and phone number of a contact person with the Property Owner or the Property Owner's consulting engineer. For small increases in pipe sizes, the Authority will only reimburse the Property Owner for the difference in material costs. The only exception to this rule may be when there is such a large disparity between adequate and required line sizes that construction costs are increased. For increased pipeline length, the Authority will reimburse the Property Owner for 100% of the agreed upon, reasonable construction costs. The Authority will not reimburse the Property Owner for any administrative, processing, overhead, delay costs or pay for any profit. Reasonable expenses for additional engineering costs may be considered.
- (c) The Authority's Engineering staff will review the cost estimate and direct the Property Owner to make any necessary changes. The request for reimbursement will be submitted to the General Manager for administrative approval, or scheduled for presentation to the Authority's Board of Directors, based on the amount of the requested reimbursement, when the Engineering staff is satisfied with the estimate. All reimbursement requests must be submitted to and approved in advance by the Authority. It is not the purpose or the intention of the reimbursement approval to create a joint venture, partnership, or other relationship whereby either party shall be liable for the omissions, commissions, or performance of the other party, and shall not be so construed.
- (d) Once the payment of differential costs has been approved, the Property Owner will be eligible to collect these monies after the water or sanitary sewer main is installed and in service. Water mains will be considered to be in service when testing and disinfection are completed and the Authority issues a Letter of Beneficial Use for the main. Sanitary sewer lines will be considered to be in service when testing is complete and the Authority issues a Letter of Beneficial Use for the sewer. To receive payment, the Property Owner shall submit an appropriate certification to the Authority's Engineering & Planning Division that the work has been properly completed, and include the request for payment of the approved reimbursement amount.
- (e) The Property Owner may submit a request for reimbursement with cost estimates at any time during the final plan review process. However, once the Property Owner has paid the Authority Inspection Fees and the Authority has issued a Utility Permit for water and/or sewer construction for a given project, the Authority will not thereafter accept any requests for reimbursement for that given project/improvement plan. If a Property Owner who has submitted a proper MPUA reimbursement request chooses to proceed with utility installation prior to receiving formal approval of the request for reimbursement, he is proceeding at his own risk with no guarantee of receiving payments from the Authority for same. Once the Authority has formally approved a request for differential payment, the Authority will not accept changes to the request without subsequent processing and formal approval of a modified request for reimbursement.