Change Request Process

1. **Grantee**
   - Completes Change Request Form
   - Sends completed form to HCFC: HCFC@bcsh.ca.gov
   
   **EXPECT:** An email confirming receipt from HCFC within 2 business days

2. **HCFC**
   - Prepares amendment docs: STD 213-A & Exhibit E
   - Emails above documents to Grantee for signature

3. **Grantee**
   - Reviews docs (STD 213-A & Exhibit E for accuracy)
   - Prints, Signs STD 213-A (2 copies) & initials Exhibit E
   - Mails to HCFC with wet signatures
   
   **EXPECT:** Email confirmation when HCFC receives mailed documents

4. **HCFC**
   - Reviews documents
   - Sends for final approval to BCSH agency
   
   **EXPECT:** An email with scanned copies of the amendment approval letter, fully executed STD 213-A, and fully executed Exhibit E attached

Got Questions? Contact: HCFC@bcsh.ca.gov
Change Request Form

Contract Number & Invoice Number (these are the same)

Make sure the totals in the approved and requested columns match exactly

The individual signing this form must be an authorized representative or signatory. Please see slide 5 for more info...

Include in this explanation explicitly why this change is necessary based on newly identified gaps or trends.

Got Questions? Contact: HCFC@bcsb.ca.gov
213-A and Exhibit E: Grantee’s Docs to Sign

Please print and sign 2 copies of 213-A.

Grantee’s title and signature.

**Again this must be an authorized signatory.

HCFC will prepare these documents and e-mail to the Grantee. Please print and provide signature and initials where indicated above.

**Please Note: HCFC must receive these documents back with wet signatures to move forward with final approval from BCSH agency.

Got Questions? Contact: HCFC@bcsh.ca.gov
Receiving Final Approval

Once HCFC receives wet signatures on 213-A and Exhibit E, HCFC will send the documents for final approval and signature to BCSH agency.

**Please Note: Change Request is considered approved once all documents are completed and signed by BCSH agency and Grantee. Grantees will receive an emailed letter identifying date of approval.

Got Questions? Contact: HCFC@bcsh.ca.gov
An authorized representative or signatory listed on file must sign the STD 213-A and initial Exhibit E. If you need to update or add a new authorized signatory, please complete and submit a new Authorized Signatories Form (form can be found on HEAP’s webpage).

Got Questions? Contact: HCFC@bcsh.ca.gov