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**HECOM & HECO/CO Forms Revision Form & Procedure**

**Step 1**. Proposer completes form:

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| Proposer’s Name: |
| Proposed Revision: (*Explain proposed revision, providing redlined version of proposal if possible.)* |
| Rationale for Proposed Revision:(*Explain why the proposal should be adopted.)* |
| Boxes Below for Contract Admin. Use Only |
| Proposal #:  |
| Decision & Date of Decision:  |

**Step 2**. Proposer sends completed form to hjm7m@Virginia.EDU

**Step 3**. Jeff will review, evaluate, and consult all necessary parties.

**Step 4**. Final decision made, proposer notified, and if necessary HECOM is changed (with notation made in appropriate HECOM history note(s).