**Section 2030.210 Process**

When requesting a prior approval required by this Part, the recipient shall address a written request to the Department regional manager for the region or the "project officer" as designated in the award document and to the Secretary of the Department. Approval of the request shall be in writing and signed by either the Secretary or his/her designee.

Recipients shall be responsible for reviewing requests from their subrecipients to determine what approvals are required by this Part and for giving or denying the approval. A recipient shall not approve any action which is inconsistent with the purpose or terms of the Department award. If an action by a subrecipient will result in a change in the overall award or budget and therefore require Department approval, the recipient shall obtain that approval before giving its approval to the subrecipients. Approvals shall not be valid unless they are in writing and signed by an authorized official of the recipient. Within 30 days from the date of receipt of a request for approval, the Department shall review the request and notify the recipient of its decision.