**Section 1810.300 Requests for Programmatic or Budget Revisions**

a) Requests for programmatic or budget revisions shall be in writing and addressed to the Executive Director.

b) Response to the request shall be in writing and signed by the Executive Director or a designee and mailed within two weeks after receipt of the recipient's request.

c) The Executive Director shall approve any revision to an award agreement if such action is necessary to fulfill the terms of the agreement.

d) Material revisions shall be reported to the Council members at or before the next Council meeting. However, if a request by an implementing entity for a material revision to an award agreement is denied by the Executive Director, written notice of such denial shall be submitted to the implementing entity and members of the Council as soon as possible, but no more than seven calendar days after such denial.