

1 3. Attend and/or complete ADMINISTRATOR directed trainings, webinars,
2 conferences and workshops (e.g. Civil Rights, Nutrition Classes, State sponsored program and fiscal
3 webinars, etc.) Obtain written approval in advance from the ADMINISTRATOR to attend all
4 trainings/travel not budgeted in the Agreement.

5 4. Obtain written approval in advance from the ADMINISTRATOR for the use and/or
6 purchase of items (i.e. curricula, handouts, nutrition education, materials, etc.) not budgeted and/or from
7 the IWP.

8 5. Obtain written approval in advance from the ADMINISTRATOR to conduct
9 activities at sites not on the current State approved site list.

10 D. ADMINISTRATOR and CONTRACTOR may mutually agree, in writing, to modify the Services
11 Paragraph of this Exhibit B to the Agreement.

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13 **IV. STAFFING**

14 A. CONTRACTOR shall provide staffing levels and qualifications appropriate to meet the needs of
15 the Clients. .

16 B. CONTRACTOR shall include bilingual services to meet the needs of the population to be served
17 under this Agreement. Whenever possible, bilingual staff should be retained.

18 C. CONTRACTOR shall ensure that administrative and programmatic staffing is sufficient to
19 support the performance of services pursuant to the Agreement.

20 D. CONTRACTOR shall maintain a time allocation system that will document the amounts charged
21 to grant-supported projects for personnel services to ensure that staff is providing services under this
22 Agreement. CONTRACTOR shall submit a monthly time and effort report, in a format approved or
23 provided by ADMINISTRATOR, representing actual work performed by the employee during the
24 covered period.

25 E. CONTRACTOR may augment the above paid staff with trained volunteers. CONTRACTOR
26 shall provide supervision to volunteers as specified in the respective job descriptions or work contracts.

27 F. All personnel files shall be complete and made readily accessible to ADMINISTRATOR for
28 purposed of audit and investigations or other reason deemed necessary by ADMINISTRATOR.

29 G. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Staffing
30 Paragraph of this Exhibit B to the Agreement.

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