

COMMUNITY LEGAL RESOURCE NETWORK

The City University of New York

CUNY SCHOOL OF LAW

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CLR N FISCAL STEWARDSHIP POLICY

This policy clarifies procedures for the management of grant and award funds by the Community Legal Resource Network (CLR N), a CUNY School of Law program under the aegis of the CUNY School of Law Justice and Auxiliary Services Corporation (Auxiliary).

I. Direct costs

CLR N's direct costs of programming under each of its grants and contracts will include some or all of the following:

1. Recruitment, screening of attorneys and presenters
2. Program coordination - learning from district offices the specific needs of constituents, and pairing the offices with attorneys best positioned to meet those needs
3. Negotiation of contracts between CLR N and the independent contractors
4. Payment by CLR N to contract attorneys for legal services in the districts
5. Legal and non-legal program support
6. Fiscal management of the funding from source grants to invoices
7. Program management including compiling data on persons served
8. Supervision and oversight of the CLR N contract attorneys
9. Reporting during and after the performance of these services
10. Expenses for grant-associated events, including materials production and travel

II. Program Overhead

In addition to direct costs, CLR N may reserve a small portion, from each contract for general overhead and program expenses. This reserve is usually between 5% and 10% of the revenue.

III. Internal Funds management; General Overhead

Upon satisfaction of the terms and provisions in a given grant or contract, those funds remaining in the CLR N account for that contract will be transferred into the CLR N general operating account to be used for the development and operation of CLR N general programming and CLR N overhead.

A review of completed grants and contracts occurs quarterly, and funds are transferred accordingly. The following is a list of allowable overhead and program expenses to which such funds may be allocated:

1. Purchases of equipment, space, data processing services, etc.
2. Purchase of books and professional memberships
3. Subsidies to CUNY School of Law projects that support the work of alumni or students
4. Support of preliminary research before formal application for outside funding is made
5. "Seed money" for new projects
6. Project-related consultants
7. Professional development of CLRN staff and fellows
8. Travel (including food, lodging, conference fees) for professional development conferences
9. Project related travel
10. Financing of otherwise unfunded CLRN initiatives
11. Honoraria for speakers
12. Food and beverage items during a meeting or program promotion or activity
13. Promotional gifts to encourage participation or engagement in programming
14. Development of promotional materials for CLRN
15. Miscellaneous expenses.

Proposed expenditures not appearing on the list must be approved by the Executive Director of Alumni Engagement and Initiatives or the Senior Associate Dean for Administration and Finance.

As of October 24, 2017 these guidelines have been approved by the Dean of the CUNY School of Law, Senior Associate Dean for Administration and Finance and by the Board of Directors of the CUNY School of Law Justice and Auxiliary Services Corporation.

(rev. 10-13-17)