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Shelly Leighton Clark, M.M., J.D.

Information Officer

Shelly Clark joined NEIW PCC in 2014. She is responsible for drafting NEIW PCC agreements based on approved templates, assisting with negotiations, and reviewing state and federal contracts. She ensures that NEIW PCC complies with terms, conditions, and pass-through requirements and that deliverables are submitted in a timely manner.



Ms. Clark has developed new systems to assist Project Officers in managing their projects. She provides notifications regarding due dates of quarterly reports, final reports, and final invoices due; maintains the Contractor Database to track insurance coverage renewals, W-9 forms, and other required documentation; assists in the close out of projects and grants.

Ms. Clark works with the Staff Attorney in training NEIW PCC staff on the agreement process from project award to closeout, assisting in legal research, revising NEIW PCC's Standard Operating Procedures, and revising agreement templates. She reviews vendor contracts and provides advice to staff regarding legal issues. In addition, she tracks federal subawards and submits reports using the federal government's FFATA system. Ms. Clark helps coordinate "Imagine A Day Without Water," an annual national campaign raising public awareness of water issues.

Ms. Clark brings to NEIW PCC seven years Employment Law experience working for the Commonwealth of Massachusetts and six years of proposal and grants management experience working for a non-profit organization and a private foundation. She has taught as an Adjunct Professor of Business Law at the New England College of Finance in Boston, Massachusetts.

Education:

Juris Doctor, New England Law
M.M., Music Performance, University of Massachusetts, Lowell
B.S., Psychology, Suffolk University

Membership:

Massachusetts Bar Association, National Contract Management Association