

Managing Title III & SAFRA Activities

The Title III program period is from October 1 through September 30 yearly. The Title III Coordinator has the responsibility to manage and monitor implementation processes of each activity. The Activity Director has the responsibility to manage the day-to-day operation of the activity and to assure compliance of federal and university regulations related to spending. The following procedure is a guide to program management for Title III funds.

Procedure

One of the Title III and SAFRA Coordinator's key functions is to provide sound program planning and implementation guidance for Activity Directors. The four key functional areas of administrative responsibility that are essential to effective grants management are: (1) program planning and implementation; (2) program monitoring and evaluation, (3) budgetary oversight and management; and (4) official Liaison to the U. S. Department of Education. Each activity supported by Title III and SAFRA funds has reporting obligations associated with award implementation and management. Title III Activity Directors (AD) shall submit Quarterly report providing a status update on agency approved objectives. The AD shall also, submit timely time and effort reports documenting work on the project. At the end of the project year, a Yearly Summary Report is required by the Title III Coordinator. This information is incorporated in the agency's Annual Performance Report (APR). The APR is a compilation of substantial progress of each activity and is submitted to the U. S. Department of Education via website. The official due date of the Annual Performance Report is usually December 31st of each year. Quarterly site visits or activity performance reviews are also required by the Title III Coordinator as a very efficient tool to keep abreast of the activity progress. In lieu of a site visit, a quarterly progress meeting bringing all Activity Directors together along with any pertinent staff will be held periodically throughout the program year to impart information from the U. S. Department of Education, provide training sessions and technical assistance.

Action	Responsible Party
Coordinate an Implementation meeting to kick off the program year usually in September where the Title III Coordinator will disseminate account information, budget detail as well as provide trainings and field any questions Activity Directors may have pertaining to the implementation of their activity	Title III Coordinator and Staff
Create training sessions for Title III Activity Directors and their staff to assist with implementation and monitoring of activities	Title III Coordinator and Staff
Disseminate changes and new information	Title III Coordinator

received from the U. S. Department or Title III Administrators Association	
Alert Title III Coordinator of any issues impeding activity progress	Activity Director
Notify Title III Coordinator of prior approval expenses or changes in the activity prior to submitting request for expenditure	Activity Director
Provide responses to Activity Directors on requests for questionable expenses and prior approvals	Title III Coordinator
Provide a copy of agency response to Business & Finance and Activity Director	Title III Coordinator
Attend Technical Assistance meetings with sponsoring agency and other HBCU Institutions, networking and garnering best practices information	Title III Coordinator
Review all expenditure requests for allowability applying the JAR test (Justifiable, Allocable and Reasonable)	Activity Director & Title III Coordinator
Liaison between Activity Director, Business & Finance and sponsoring agency on matters that need approval outside the university	Title III Coordinator
Notify Activity Director of denial for requests that are not evident in the approved budget	Title III Coordinator
Review activity progress reports to assure the objectives are being addressed and that proof of progress is documented	Title III Coordinator and Activity Director
Provide feedback to Activity Director when progress is not evident	Title III Coordinator
Participate in all required meetings and site visits	Activity Director

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