

**Title III & SAFRA Site Visits**

The Title III Coordinator is the project administrator for Title III funds at ECSU. The position is responsible for day-to-day operations of the Title III program. As part of the project management activities, the Title III Coordinator performs site visits to each activity area. The procedure provides guidance on performing a site visit.

The Title III Coordinator is responsible for the overall management of Title III funds awarded by the U. S. Department of Education for Elizabeth City State University. The Title III Coordinator enlists many tools to monitor and manage the activities in the “SAFRA” and “Strengthening HBCUs” grants. All activities in the Title III/SAFRA grants at ECSU are managed by an Activity Director. The Activity Director provides budget and program management for their individual activity and reports progress to the Title III Coordinator.

<b>Action</b>	<b>Responsible Party</b>
Call Activity Directors individually and make an appointment to visit their activity area for program review	<b>Title III Coordinator and Staff</b>
Visit activity area and review progress, objectives, measurable data for objective progress, delinquent reports and any other topic that may directly impact the Activity Director	<b>Title III Coordinator</b>
Complete site visit report and verify documentation.	<b>Title III Coordinator and Activity Director</b>
Keep a copy of objectives documentation in the Project Administration office file	<b>Title III Coordinator</b>
File signed site visit report in file	<b>Title III Coordinator</b>