# Module 4: Migrant Education Program Subgranting Procedures

Quick Reference and Reflection Sheet QRRS 4.3:  
Subgrant Application/Request for Proposal Package

Instructions:   
In planning for a new subgrant application cycle, review recent LOA monitoring and evaluation reports to determine what, if any, issues have arisen in implementation of the grant. If there are some common or recurring issues, you might consider how the application/proposal package or technical assistance (pre-application and post award) meeting(s) could be revised.

| Common or recurring issues | What were the specific issues? | What information could be provided in advance to grantees to prevent these issues in the future? |
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| 1. Alignment of state MEP goals |  |  |
| 1. Attainment of annual program outcomes |  |  |
| 1. Alignment with state MEP goals |  |  |
| 1. Adherence with the Service Delivery Plan |  |  |
| 1. Providing proposed “allowable services” to migrant children |  |  |
| 1. Meeting the needs of PFS migrant children |  |  |
| 1. Parental and community involvement |  |  |
| 1. Collaboration and coordination with school districts (if the LEA is not the LOA) for the delivery of services |  |  |
| 1. General program implementation |  |  |
| 1. Expenditures |  |  |
| 1. Reporting requirements |  |  |
| 1. Compliance with federal and state requirements |  |  |