



**City of Phoenix Human Services Department
Education Division, Head Start Program
Application for Federal Head Start Refunding Grant
Program Year 39 (2004-2005)**

**Contract No. 109225 – Progress Report #2
January 31, 2004**

In accordance with Contract No. 109225, Blackerby Associates respectfully submits this monthly Progress Report #2 for the period January 1-31, 2004.

Status of Documents:

<i>Delegate Agency</i>	<i>1st Draft Community Assessment</i>	<i>1st Draft Budget Narrative</i>
Alhambra SD	Electronic	Electronic
Booker T. Washington CDC	Hard copy	
Cartwright SD	Hard copy	
Deer Valley USD	Electronic	
Golden Gate Comm. Ctr.	Electronic	
Phx. Grantee Oper. Sites	Electronic	
Lincoln Learning Ctr.	Electronic	
Murphy SD	Hard copy	
Phi Iota's Omega Found.	Electronic	
Roosevelt SD	Electronic	
Southminster Presb. Ch.	Hard copy	
Greater Phx. Urban League	Hard copy	
Washington SD	Electronic	
Wilson SD	Electronic	

Accomplishments:

- Appealed twice to Delegate Agency Directors for electronic and hard copy community assessment documents; received five more electronic (total of nine electronic), and the remainder hard copy documents; acquired some input from each delegate agency.
- Reviewed grant refunding instructions from U.S. Department of Health & Human Services
- Prepared agendas and attended two project monitoring meetings with City of Phoenix project staff, and coordinated activities with budget management staff.
- Prepared and delivered Preliminary Draft Narrative Report on time, compiling submissions from all Delegate Agencies and information on Community Assessment activities.
- Began draft of Introduction to Narrative Report.
- Maintained up-to-date web site.

Difficulties Encountered and Strategies to Overcome Them:

- Despite appeals from City project staff, have received only one Budget Narrative document (Alhambra, electronic). Recommend additional appeals for budget narrative documents.
- Quality of draft community assessment documents ranges from poor to good. May have to go back to some delegate agencies for more information, and write reports for them.
- Only nine of the 14 delegate agencies (including Grantee-operated) have provided documents in electronic form. Blackerby Associates will re-type documents that are available only in hard copy form.

Activities During the Period:

- Mon., Jan. 5: Updated contact records for Delegate Agency and City of Phoenix Head Start key personnel; created email group list, sent email to Delegate Agency Directors soliciting electronic or hard copy Community Assessment documents; updated web site; submitted hard copy invoice and Progress Report #1.
- Thu., Jan. 8 Sent direct appeals for Community Assessment documents to selected Delegate Agency Directors. Reviewed grant refunding instructions from U.S. Department of Health & Human Services; created master Narrative file; updated web site.
- Fri., Jan. 9 Met with project monitoring team (K. Smith, M. Hill, D. Bower) regarding project status and coordination of budget information.
- Wed., Jan. 14 Developed Preliminary Draft Narrative Report document.
- Thu., Jan. 15 Completed Preliminary Draft Narrative Report document, and submitted it to G. Ramos Montes.
- Thu., Jan. 22 Prepared agenda, documentation for biweekly project monitoring meeting.
- Fri. Jan. 23 Attended biweekly project monitoring meeting with K. Smith, D. Bower.
- Wed., Jan. 28 Began drafting Introduction section to Narrative Report.
- Thu., Jan. 29 Continued drafting Introduction section to Narrative Report.