



**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 #3  
February 29, 2004**

In accordance with Contract No. 109225, Blackerby Associates respectfully submits this monthly Progress Report #3 for the period February 1-29, 2004.

**Status of Documents:**

<i><b>Delegate Agency</b></i>	<i><b>1<sup>st</sup> Draft Community Assessment</b></i>	<i><b>1<sup>st</sup> Draft Budget Narrative</b></i>
Alhambra SD	Electronic	Electronic
Booker T. Washington CDC	Hard copy	Electronic
Cartwright SD	Hard copy	Electronic
Deer Valley USD	Electronic	Electronic
Golden Gate Comm. Ctr.	Electronic	None
Phx. Grantee Oper. Sites	Electronic	None
Lincoln Learning Ctr.	Electronic	None
Murphy SD	Hard copy	Electronic
Phi Iota's Omega Found.	Electronic	Electronic
Roosevelt SD	Electronic	Electronic
Southminster Presb. Ch.	Hard copy	None
Greater Phx. Urban League	Hard copy	Electronic
Washington SD	Electronic	Electronic
Wilson SD	Electronic	Electronic

**Accomplishments:**

- 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.
- Submitted interim report on status of project and documents received.
- Prepared and delivered Draft Narrative Report, with edited text and re-generated graphics for all Delegate Agencies' Community Assessment activities that had been submitted electronically, and an expanded introduction.
- Maintained up-to-date web site.

**Difficulties Encountered and Strategies to Overcome Them:**

- Despite appeals from City project staff, have received only ten of 14 Budget Narrative documents. Recommend additional appeals for budget narrative documents.

- Only nine of the 14 delegate agencies (including Grantee-operated) have provided Community Assessment documents in electronic form. City project manager is investigating having City clerical staff re-type these documents..

***Activities During the Period:***

- Mon., Feb. 2: Prepared and submitted and Progress Report #2 and invoice.
- Thu., Feb. 5 Prepared agenda, documentation for biweekly project monitoring meeting.
- Fri., Feb. 6 Met with project monitoring team (K. Smith) regarding project status.
- Thu., Feb. 12 Edited Narrative Report document.
- Sun., Feb. 15 Edited Narrative Report document.
- Mon., Feb. 16 Edited Narrative Report document.
- Tue., Feb. 17 Edited, published Narrative Report draft; reported status of submitted documents.
  
- Thu., Feb. 19 Prepared agenda, documentation for biweekly project monitoring meeting.
- Fri. Feb. 20 Attended biweekly project monitoring meeting with K. Smith, D. Bower. Obtained files left by H. Spann, intern.