



**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 #1  
December 31, 2003**

In accordance with Contract No. 109225, Blackerby Associates respectfully submits this monthly Progress Report #1 for the period December 2-31, 2003.

**Status of Documents:**

<i>Delegate Agency</i>	<i>1<sup>st</sup> Draft Submitted</i>	<i>1<sup>st</sup> Edit</i>	<i>D.A. Review</i>	<i>D.A. Return</i>	<i>Correc- ted</i>	<i>Consoli- dated</i>
Alhambra SD						
Booker T. Washington CDC	Hard copy					
Cartwright SD	Hard copy					
Deer Valley USD	Electronic					
Golden Gate Comm. Ctr.	Hard copy					
Phx. Grantee Oper. Sites						
Lincoln Learning Ctr.	Electronic					
Murphy SD	Hard copy					
Phi Iota's Omega Found.	Hard copy					
Roosevelt SD	Electronic					
Southminster Presb. Ch.	Hard copy					
Greater Phx. Urban League						
Washington SD						
Wilson SD	Hard copy					

**Accomplishments:**

- Met with representatives of every Delegate Agency to receive input on refunding grant.
- Delegate Agency Directors drafted six City-wide goals for the 2004-2007 planning horizon.
- Established web site to review documents and track progress on the refunding grant project.
- Received draft community assessment reports from ten of 13 Delegate Agencies (missing drafts from Alhambra, Greater Phoenix Urban League and Washington School District; also missing draft from Grantee Operated Programs).
- Received draft community assessment reports in electronic form from three Delegate Agencies (Deer Valley, Lincoln Learning and Roosevelt School District).
- Organized and consolidated project files.

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

- 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.

- Several delegate agencies report that their email capability is non-functional; another has a virus-infected computer. Suggest that the City examine ways to assist delegate agencies in configuring and maintaining delegate agency computer systems, and providing ISP email server services.
- Only three delegate agencies have provided documents in electronic form. Blackerby Associates will re-type documents that are available only in hard copy form.
- Three delegate agencies and the Grantee Operated programs have not submitted documents. Blackerby Associates will draft correspondence for the Head Start Coordinator to encourage completion and submission of necessary grant refunding documents.

### ***Activities During the Period:***

- Tue., Dec. 2: City of Phoenix representatives Gina Ramos Montes and Karen Smith presented executed Contract No. 109225 to Blackerby Associates. While award date is technically Nov. 13, 2003, contract start date will be considered Dec. 2, 2003.  
Created web site index page: <http://www.BlackerbyAssoc.com/HeadStart/>.
- Thu., Dec. 4: With Associate Lynne Brown, prepared process for upcoming Regional Head Start Directors meetings.
- Fri., Dec. 5: Met with City of Phoenix Intern to receive research materials and briefing; received Delegate Agency Reports.
- Mon., Dec. 8: Prepared materials for upcoming Regional Head Start Directors meetings.
- Tue., Dec. 9: Met with North Region Head Start Directors at Cartwright School.  
Met with Intern to receive more research materials and briefing.  
Met with South Region Head Start Directors at Roosevelt District Office.  
Updated web site.
- Mon., Dec. 15: Met with Central Region Head Start Directors at City Hall.  
Received additional research materials and Delegate Agency Reports.  
Created filing system for project.
- Tue., Dec. 16: Met with Associate Lynne Brown to prepare agenda for Head Start Directors meeting scheduled for Dec. 18.
- Fri., Dec. 17: Prepared handout materials for Head Start Directors meeting scheduled for Dec. 18; updated web site.
- Thu., Dec. 18: Met with Director of Alhambra Head Start program at Flinn Foundation.  
With Associate Lynne Brown, facilitated meeting of Head Start Directors and City representatives at Flinn Foundation.  
Debriefed meeting with Associate Lynne Brown.  
Corresponded with Director of Murphy Head Start program regarding virus; updated web site.
- Wed., Dec. 31: Documented planning notes for Dec. 18 Head Start Directors meeting; updated web site.  
Prepared Progress Report #1.  
Prepared Invoice for December 2003.