

ORGANIZATION OF AMERICAN STATES
SUSTAINABLE COMMUNITIES PROJECT

“Building Resilience to Natural Hazards one Community at a Time”

“The All-Five Parishes Project”

HOPE NEVIS INCORPORATED **FINAL TECHNICAL & FINANCIAL REPORT**

Reporting Period: 21 April to 31 August 2013
(corresponding to disbursement no. 2)

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Introduction & Executive Summary

On 22nd December 2012, HOPE Nevis Incorporated (HOPE Nevis) was named one of the fourteen (14) recipients of the Organization of American States (OAS) "Sustainable Communities in Central America and the Caribbean Project" small grants. The Project title submitted by HOPE Nevis was "*Building Community Resilience to Natural Hazards one Community at a Time*". This project seeks to develop a coordinated and more efficient approach to reducing disaster risk on the island of Nevis.

The OAS sponsored HOPE Nevis "Sustainable Communities Project" was officially launched on 11th March 2013 at a Press Conference and an Official Launching Ceremony held at the Llewellyn Newton Disaster Management Facility at Long Point Road on Nevis. Present were the Government Permanent Secretaries, Directors and other Government Heads of Departments, the OAS Representative to St. Kitts & Nevis and the Premier of Nevis who officially declared the Project open.

Following the opening ceremony, members of the Press as well as others present were given the chance to network with members of the Head Table and Project Management Team. This was done so as to provide an opportunity for greater information sharing pertaining to the Project, and also provided an opportunity for interviews. Immediately following this activity, there was a Stakeholders' meeting which served to finalized plans for the first day of the Certified Emergency Response Team (CERT) Training Workshops scheduled for the St. Thomas' Parish.

All five (5) CERT Training Workshops were successfully completed as a part of this Project throughout Nevis in the Parishes of St. Thomas, St. Paul, St. John, St. George and St. James. These Workshops have seen a total of one hundred and thirty-three (133) persons being trained in the various areas as outlined in the Project submission. CERT Training Workshops for St. George and St. James Parishes recorded the highest number of participants, with forty-two persons each graduating. Participants from each Parish totaling 78 persons, also successfully completed the Red Cross & First Aid Certification Examinations following the above mentioned CERT Training Workshops. Team Leaders were elected to head the various CERT Committees for each Parish. Work is ongoing with respect to the formulation of disaster evacuation plans for each Parish.

Following the conclusion of all CERT Training Workshops, there were two (2) Simulation Exercises scheduled. These exercises served to give the participants and newly formed CERT Groups an opportunity to put into practice the knowledge gained and techniques learned in responding to natural and man-made disasters. The Simulation Exercises saw CERT personnel responding to an 8.5 Magnitude earthquake which resulted in various disasters, including but not limited to collapsed buildings, vehicular accidents, fires, and school evacuations. Evaluators and Observers from local and regional agencies such as CDEMA were invited to be a part of this exercise, and provide feedback on areas for improvement and continued training. The OAS Representative to St. Kitts & Nevis, Mr. Starret Greene, was also present to witness the Simulation Exercise and related activities.

The Beach Signage aspect of the project was successfully completed, with the planting of twenty four (24) welcome and warning signs on twelve (12) beaches around the island that are affected by sand mining. This activity was completed with the assistance of the recently formed CERT Committees of each of the five Parishes, as well as with assistance from the Department of Fisheries and the Department of Physical Planning of the Nevis Island Administration.

As a precursor to the 43rd OAS General Assembly in Antigua Guatemala held on the 4th through to the 6th of June, 2013, HOPE Nevis was invited to participate in a Technical Workshop along with the thirteen (13) other implementers of the Sustainable Communities Project. We were also invited to be a part of the panel of experts for a Roundtable Public Event on the theme of "Building Sustainable Cities and Communities in the Americas: from Demonstration Projects to Scale." Ms. Vincia L. Herbert, Director and then Financial Comptroller, attended on behalf of HOPE Nevis, and gave a presentation on "Building Resilience to Natural Hazards one Community at a Time" project. Her presentation provided a general overview of the project, challenges faced, lessons learned, future plans and partnerships in order to attain scale. The presentation was very well received and a number of strategic contacts were made to secure the sustainability of the Project.

There were a number of difficulties and challenges faced throughout the duration of the project which resulted in delays to scheduled activities and changes to the scope of work. Every effort was made on the part of the Project Management Team to have each challenge effectively addressed. Such setbacks included but were not limited to, retrofitting works on Emergency Shelters due to scheduling conflicts, the shortage of required materials and equipment, and difficulties in obtaining quotes for the radio equipment.

Project Outline

Title: "Building Resilience to Natural Hazards one Community at a Time"
Tag: "The All-Five Parishes Project – Bringing Disaster Risk Management Skills Right to You"

The Project targets one community in each of the island's five parishes, and aims at building community resilience to drought, flooding and other natural hazards. It also seeks to bring about the implementation of sustainable preventative practices to safe guard the communities from hazards. The aim is to equip local persons with the knowledge and technical skills to prepare, respond to and minimize the fallout from natural and human induced hazards.

It is expected that at least one hundred (100) persons will be trained in the first instance. Two community centres will be retrofitted with hurricane shutters and three emergency shelters will have their water storage capacity increased by 100%. In the event of a natural disaster it is expected that a cadre of trained community members will be able to utilize their training to mobilize the community to safety.

This Project will act as a reference point for future Projects for the island of Nevis such as: the Nevis Arterial Drainage Master Plan and the Hamilton to Bath Ghaut Rehabilitation Projects.

Project Goals & Objectives:

- Goal #1 To Enhance Disaster Risk Management in Communities on the island of Nevis
- Objective 1.1* To bolster self-sufficiency through the establishment of community response teams by improving the preparedness of communities to respond to disasters affecting their locality.
- Objective 1.2* To increase the capacity of residents to recognize hazards and risks associated with climate change and natural or human induced disasters.
- Goal #2 To improve the communication strategy in Community Disaster Risk Management
- Objective 2.1* To establish a community mechanism that establishes procedures for mobilization of teams, standardization of messages and dissemination of information.
- Objective 2.2* To disseminate multi-media materials to increase awareness of the dangers posed to the environment, biodiversity and livelihoods as a result of illegal dumping of refuse and sand mining
- Objective 2.3* Develop multi-media resource materials to support/reinforce the communication in communities.

Project Activities

1. Capacity Building:

This component incorporates a variety of activities and skill sets to enhance the knowledge base and competencies of community members. These volunteers in the communities play an extremely important role in reducing the death, injury, and damage in the period immediately after a disaster. They bring a wide variety of skills and experience to the task, and through teamwork can help build a vital network that links all parts of the disaster area. Capacity building in communities also compliments the deployment of scarce resources from Governments and or Disaster Management.

2. Hazard Awareness:

This campaign will entail developing a series of signs and public service announcements to address the issues of littering, illegal dumping and sand mining. The aim is to educate the community by recruiting champions who will integrate appropriate action leading to proper disposal solutions. Attention will be given to all hazards with special emphasis on those that affect their locality. The heightened awareness of the impacts of littering, illegal dumping and sand mining will alert residents. The training will demonstrate the connection between individual actions and their impacts on the environment and ultimately their livelihoods.

Expected Project Outcome:

- Enhance preparedness and improve response capacity at local level management
- Increase community awareness and knowledge of disaster management and climate change adaptation procedures
- Improve coordination and collaboration among community disaster organizations and the parent disaster management agency
- Bolster community mobilization techniques through simulation exercises to ensure participation of all stakeholders affected by climate change; This includes female headed households, youths, indigent, unemployed, physically disabled, hearing and visually impaired, mentally challenged

Major Outputs:

- Implement a plan of action on climate change and disaster risk reduction in each parish
- A community-based disaster management planning programme incorporating climate change and disaster risk reduction programme
- A minimum of twenty (20) persons from each parish trained in radio communications, first aid and CPR, and search and rescues
- Strengthen the Disaster Management Sub Committees and Operational Units for enhanced response
- Publish a series of PSAs through local media outlets

CERT Training Workshop Areas of Focus:

- First Aid & CPR
- Fire Safety
- Light Search & Rescue
- Emergency Shelter Management
- Vector Control
- The Dangers of Sand Mining
- Gender Issues

CERT Training Workshop Schedule:

Parish	Date & Time	Venue
St. Thomas (Lowlands)	11 th – 19 th March, 2013	Jessups' Community Centre
St. Paul (Charlestown)	25 th March – 5 th April, 2013	Charlestown Primary School
St. John (Fig Tree)	8 th – 16 th April, 2013	Ivor Walters Primary School
St. George (Gingerland)	22 nd – 30 th April, 2013	Gingerland Secondary School
St. James (Windward)	7 th – 15 th May, 2013	Franklyn Brown Community Ctr.

Project Management Team

Name	Designation	Role/Responsibility
Kyle Alex Weeks	Chairman, HOPE Nevis	Perform Lead Functions; Oversee Project; Reporting
Vincia Herbert	Financial Comptroller, HOPE Nevis	Finance Management/Accounting; Reporting
Brian Dyer	Projects Officer, NDMD	Assist with Project Implementation; Reporting
Claudia Walwyn	Environmental Officer, DPPNRE	Assist with Project Implementation; Reporting
Jacob Ngumbah	Communications Officer, NDMD	Audio Visual Productions including PSAs, Training,
Jahnel Nisbett	Public Relations Officer, HOPE Nevis	Communications/Public Relations & Support
Tineesha Chapman	General Secretary, HOPE Nevis	Administrative Support, Reporting

Timeframe Work Plan:

The information in the Gantt Chart below represents the updated Work Plan and Timeframe for the activities to be completed within the scope of work of the Sustainable Communities Project. Based on activities completed and difficulties encountered to date, changes had to be made to the original Work Plan in the Project Submission. Such changes included adjustments to the CERT Training Workshops' schedule for the five (5) Parishes, the Retrofitting work on the Emergency Shelters and the Signage activities.

UPDATED Work Plan: Gantt Chart for "Building Resilience to Natural Hazards one Community at a Time"

Activities & Tasks	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Activity 1: Implement Mass Media Campaign & Sensitization of Project														
Advertise Project in ALL Media Formats														
Community Walk-through & Flyer Distribution														
Activity 2: Conduct CERT Training Workshops														
Workshop #1 - St. Thomas														
Workshop #2 - St. Paul														
Workshop #3 - St. John														
Workshop #4 - St. George														
Workshop #5 - St. James														
Workshop #6 - Committee Implementation														
Workshop #7 - CERT Practical Simulation Ex.														
Activity 3: Air PSA's Island Wide & Compile Audio Visual Productions														
Create & Air a General PSA to Promote Project														
Create & Air PSAs for Each CERT Workshop														
Activity 4: Retrofit Emergency Shelters with Down Spouting & Shutters														
Install Downspouts – Jessup														
Install Downspouts - Fountain														
Install Shutters – Jessup														
Install Shutters - Fountain														
Install Water Tank – Jessup & Barnes Ghaut														
Activity 5: Install VHF Radios Tx/Rx														
Install VRF Radio - Hanley's Rd/Fountain/Jessup														
Activity 6: Erect Signage														
Paradise Beach, Pinney's Beach, Gallows Bay														
Cane, Green, Garlin, and Indian Castle Bays														
Activity 7: Monitoring, Evaluation & Reporting														
Project Assessment														
CERT Evaluations														
Project Reporting														

UPDATED Work Plan: Activities Tasks Successfully Completed

Week 1 24 Feb to 02 Mar, 2013	Week 2 03 Mar to 09 Mar, 2013	Week 3 10 Mar to 16 Mar, 2013	Week 4 17 Mar to 23 Mar, 2013
Project Management Team Meeting Stakeholders' Meeting Prepare PSA (Audio, Visual, Print) Onsite Visits to Centres/Shelters Prepare Training Materials & Manuals	Project Management Team Meeting CERT Facilitators' Meeting Interview with Nevis News Cast Air PSA (Radio, TV, Social Media) Advertise - Print and Online Media Community Walk-through, St. Thomas Prepare & Print Documents & Manuals	Air PSA (Radio, TV, Social Media) Office Launch/Opening Ceremony Project Management Team Meeting CERT Workshop, St. Thomas	Air PSA (Radio, TV, Social Media) Project Management Team Meeting Conclude CERT, St. Thomas Establish Committee Leader/Teams Community Walk-through, St. Paul Workshop Evaluations - St. Thomas
Week 5 24 Mar to 30 Mar, 2013	Week 6 31 Mar to 06 Apr, 2013	Week 7 07 Apr to 13 Apr, 2013	Week 8 14 Apr to 20 Apr, 2013
Air PSA (Radio, TV, Social Media) Project Management Team Meeting CERT Workshop, St. Paul	Air PSA (Radio, TV, Social Media) Project Management Team Meeting Conclude CERT, St. Paul Establish Committee Leader/Teams Community Walk-through, St. Paul Workshop Evaluations - St. Paul Monitoring: Assessment of Project	Air PSA (Radio, TV, Social Media) Project Management Team Meeting CERT Workshop, St. John	Air PSA (Radio, TV, Social Media) Project Management Team Meeting Conclude CERT, St. John Establish Committee Leader/Teams Community Walk-through, St. George Workshop Evaluations - St. John Onsite Visits to Centres/Shelters Red Cross Certification: St. John Project Reporting

UPDATED Work Plan: Schedule of Activities/Tasks for Upcoming Reporting Period

Week 9 21 Apr to 27 Apr, 2013	Week 10 28 Apr to 04 May, 2013	Week 11 05 May to 11 May, 2013	Week 12 12 May to 18 May, 2013
Air PSA (Radio, TV, Social Media) Project Management Team Meeting CERT Workshop, St. George Retrofitting SHUTTERS: Jessup Retrofitting DOWNSPOUTS: Jessup Install Water Storage Tank: Fountain	Air PSA (Radio, TV, Social Media) Project Management Team Meeting Conclude CERT, St. George Establish Committee Leader/Teams Community Walk-through, St. James Workshop Evaluations - St. George Retrofitting SHUTTERS: Jessup Retrofitting DOWNSPOUTS: Fountain Red Cross Certification: St. George Signage: Paradise, Gallows and Pinney's Beach	Air PSA (Radio, TV, Social Media) Project Management Team Meeting CERT Workshop, St. James Monitoring: Assessment of Project Retrofitting SHUTTERS: Fountain Install Water Storage Tank: Fountain Signage: Cane, Green, Garlin, Indian Castle Install Water Storage Tank: Fountain	Air PSA (Radio, TV, Social Media) Project Management Team Meeting Conclude CERT, St. James Establish Committee Leader/Teams Workshop Evaluations - St. James Retrofitting SHUTTERS: Fountain Red Cross Certification: St. James Signage: Black, White, Huggins, Lovers Monitoring: Assessment of Project
Week 13 19 May to 25 May, 2013	Week 14 26 May to 01 Jun, 2013		
Project Management Team Meeting Committee Implementation Workshop CERT Practice Simulation Exercise Complete ALL Outstanding Works	Project Management Team Meeting CERT Practical Simulation Exercise Red Cross Certification: St. James Project Reporting		

Official Launch/Opening Ceremony

The official Launch & Opening Ceremony for the OAS Sponsored, HOPE Nevis "Building Resilience to Natural Hazards one Community at a Time" Sustainable Communities Project was held on 11th March 2013, at the Llewellyn Newton Disaster Management Facility on Long Point Road. The ceremony chaired by Mr. Kyle Alex Weeks, Chairman of the Board of Directors of HOPE Nevis Incorporated. At the head table with Mr. Weeks were the Deputy Chairperson and Public Relations Officer of HOPE Nevis, Ms. Jahnel Nisbett; Projects Officer for the Nevis Disaster Management Department (NDMD), Mr. Brian Dyer; the OAS Representative to St. Kitts & Nevis, Mr. Starret Greene; and the Premier of Nevis, Honorable Vance W. Amory. There was also a relatively large contingent of stakeholders and media present.

An introduction and overview of HOPE Nevis was given by Mr. Weeks during his opening remarks, while Ms. Nisbett was tasked with the responsibility of giving a general overview and description of the Project being undertaken. Mr. Dyer thereafter, delved details of the CERT Training Workshops and the benefits to the wider community. The featured speaker for the event was Mr. Greene who took an almost surgical approach to outlining the OAS Sustainable Communities Project within the framework of the Energy & Climate Partnership of the Americas. The Project was officially declared open by the Premier of Nevis, Hon. Vance Amory, who in his brief remarks indicated and pledged his government's full support and backing of the Project and also gave commendations to HOPE Nevis, NDMD and Department of Physical Planning Natural Resource & Environment (DPPNRE) for having submitted and receiving funding for such a timely and well needed Project.

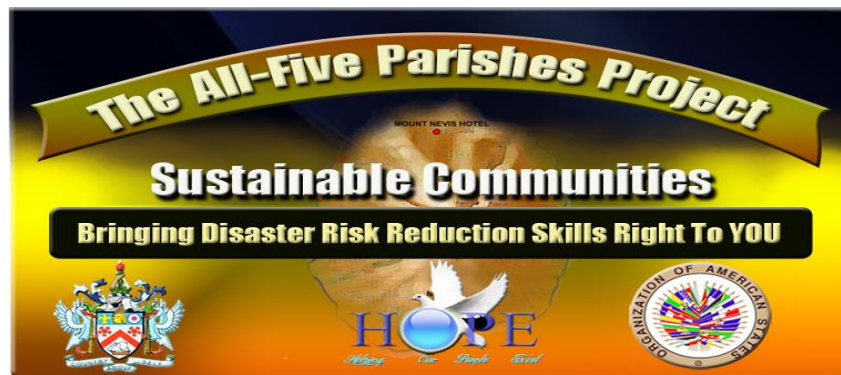


Implement a Mass Media Campaign & Sensitization of the Project in all Five (5) Parishes

In an effort to promote the Sustainable Communities Project, HOPE Nevis, NDMD and DPPNRE embarked upon a mass media promotion and sensitization campaign. This campaign was designed to provide the entire island of Nevis, and St. Kitts to a lesser extent, with information related to disaster risk management. As such, a number of activities were undertaken during the period under review.

In order to make the Project appealing to residents and the general public at large, the Project Management Team decided to use a shorter catchphrase that would be etched in the minds of those who heard it, and that would pique their interests. The tags "The All-Five Parishes Project" and "Bringing Disaster Risk Reduction Skills Right to You" were felt to be most suitable to capture the essence of the Project.

As a result of this decision, a backdrop image was designed to capture the above information. This backdrop would be used throughout the life of the Project. It was circulated to the general public via social applications such as Blackberry Messenger and Whatsapp, and social media such as Facebook and Twitter. The backdrop was also used during the Launching Ceremony, in the PowerPoint presentations during the CERT Training Workshops, and on the cover of the Training Manuals which were prepared for each CERT Committee.



Interviews & News Articles

The Chairman of HOPE Nevis, Mr. Kyle Alex Weeks along with two other members of the Project Management Team namely Mr. Brian Dyer – Project Officer and Mr. Jacob Ngumbah – Communications Officer, visited the studios of Nevis Television NTv8 to participate in an interview which was aired during the local News. This interview formed part of a strategic approach to bringing about awareness of HOPE Nevis, its partnership with NDMD and DPPNRE, the small grants Project of the OAS, and the Project itself that HOPE Nevis embarked upon.

During this session, Mr. Weeks provided the general public with an overview of the Project and its origins. Mr. Dyer highlighted the importance of the CERT training, and made an appeal for full participation of the general public. Mr. Ngumbah then gave an overview of the collaborative process among the various stakeholders of the Project. A section of the interview was featured on the evening's local news, while the interview in its entirety was aired later on during that week. An extract from the Nevis Newscast can be viewed by clicking on [this link](#).

While at the NTV Studios, another interview was conducted with Paula Warner, who wrote an article on the organization and the Project being undertaken. This article was posted on the Government Information Systems website, the official Nevis Island Administration website, the official website of the Nevis Disaster Management Department, and was also shared with other local media houses in the Federation. This article can be found at [this link](#). There were also several other articles written concerning this Project in a number of local print and online media. These articles can be viewed online by clicking the following links:

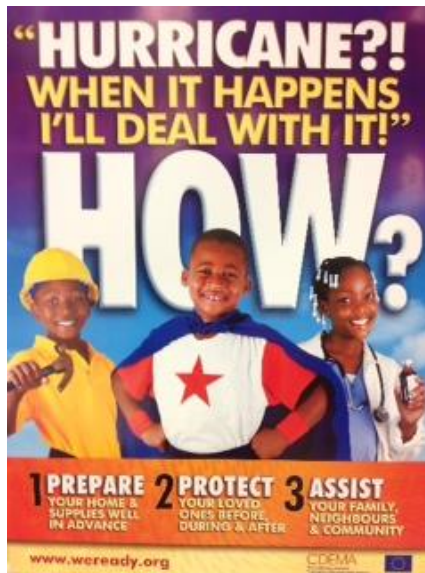
- [Nevis' EPPS Students get impromptu lesson on disaster preparedness from CDEMA official](#)
- [Residents complete CERT training](#)
- [OAS Launches Building Resilience to Natural Hazards Project in Nevis](#)
- [Building Resilience to Natural Hazards, one Community at a Time](#)
- [Community level preparation best for mitigating effects of natural disasters, says OAS Rep](#)
- [Disaster risk management important to all, says Nevis Premier](#)
- [Over 100 Nevisians to be certified community emergency response team](#)
- [Nevis communities get disaster mitigation training](#)
- [Two green Projects in Nevis and St. Kitts get OAS/US assistance](#)
- [Green Projects in Belize, Grenada and St Kitts and Nevis Get OAS Grants](#)

At the end of all CERT Training Workshops, HOPE Nevis was afforded an opportunity to appear on a local radio show "Your Point of View" with hosts Ms. Carlyn Lawrence and Patricia Claxton. This invitation allowed the organization a chance to engage in discussions with the general public, and share pertinent information about the OAS Sponsored project. Other stakeholders such as the Nevis Fire & Rescue Services and members of the newly formed CERT Committees were given an opportunity to participate in this interview. They shared their personal experiences and impressions on the Project and its activities.

Community Walk-throughs

Community Walk-throughs were also a critical component of the promotion and sensitization campaign for this Sustainable Communities' Project. In the week prior to each CERT Training Workshop, members of the Project Management Team and HOPE Nevis walked throughout the major villages of each parish and distributed information cards and other general information to residents of those communities. The information cards specified the date, time and venue for the upcoming CERT Workshop for the respective parishes, and the pamphlets contained information related to natural hazards and general disaster risk management strategies.





This initiative was particularly effective as it allowed for interaction with the community members. It provided an avenue for the residents to relay ideas and concerns related to disaster risk management. Some of the information obtained from these activities allowed the Project Management Team to cater to the needs of the potential participants more effectively, prior to the actual CERT Training Workshop.

Notices, Letters and Invitations

Notices, inter alia, were also sent to the various youth and community based organizations such as Schools, Churches, and Sports Clubs, informing them of the various initiatives and activities of the Project. The participation of their members was solicited in these notices and letters, and they were also invited to attend and benefit from the CERT Training. An appeal was also made for these organizations and groups to become involved in installation of the shutters and corrugated downspouts when that time came.

Conduct Five 7-day Certified Emergency Response Team (CERT) Training Workshops in all Five (5) Parishes

The Workshops were intended to run for a period of five (5) days, Monday to Friday, from 8am until 4pm daily. However after a Stakeholders' Meeting it was agreed that to better reach the targeted audience, the time of the Workshops must be changed. The main rationale behind this decision was that the time initially considered was during normal working and school hours. This would mean that teenagers aged 16years and older would not be able to attend, and that working adults would require too much time off from work in order to participate. As such, the time for the Workshops was changed to 6pm nightly and would run for a 3.5 hour period. The individual Workshops would also have to be extended to a seven (7) day period to ensure all course and training materials would be covered. This change allowed for increased probability of the desired audience attending and participating in the Workshops.

The intended audience for the CERT Training was a minimum of twenty (20) teens and adults of age 16 years and over, both male and female. HOPE Nevis partnered with the Community Development Officers from each of the five (5) parishes to indicate potential participants and for them to benefit from the training as well. Persons were also approached by members of the Project Management Team and members of HOPE Nevis during the various Community Walk-throughs. Residents were provided with flyers, pamphlets and other general information on the CERT Workshops and invited to be a part of the 7-day sessions. The initial feedback was quite positive however the turnout for workshops held in the St. Thomas' and St. Paul's Parishes were lower than expected. The turnout for workshop held in the St. John's Parish however, was significantly above that which was anticipated. This was attributed to the increased efforts in the Community Walk-through, and from word-of-mouth. Attendance in the St. George and St. James workshops was even higher as momentum continued to build, and more persons became aware of the project and available training. *Please refer to [Appendix I](#) for related Statistics.*

The sessions were conducted by a cadre of facilitators highly trained in their respective fields of profession. The following persons facilitated the Workshops:

Name	Organization	Expertise	Position	Tasks
Mr. Kyle Alex Weeks (Vincia Herbert, Jahnel Nisbett, Tineesha Chapman)	HOPE Nevis Incorporated	Project Management, Youth and Community Development Initiatives, Information Technology	Chairman – Board of Directors	Perform the lead functions, liaise with OAS, NDMD and all stakeholders, oversee the Project and report to all stakeholders.
Mr. Brian Dyer	Nevis Disaster Management Department	Safety Project Management Air Traffic Control	Project Officer	Presentations: Radio Communication, Disaster Psychology, Disaster Management, Damage Assessment, and Shelter Management
Ms. Claudia Walwyn	Dept. of Physical Planning, Natural Resources and Environment	Social and Environmental Planning	Environmental Officer	Presentations: Sand Mining, Gender Issues,
Mr. Jacob Ngumbah	Nevis Disaster Management Department	Communications Specialist, Project Management	Communications Officer	Presentations: Elements & Levels of Communication, Dynamic Team Building, Personality Difference in Team Building.
Mr. Abdias Samuel	St. Kitts Nevis Fire Services	HAZMAT, Fire Safety, Search and Rescue, First Aid and CPR	Fire Sub Officer	Instructor for Search and Rescue. Fire Safety, and CBNRE
Mr. Timothy Martin	St. Kitts Nevis Fire Services	HAZMAT, Fire Safety, Search and Rescue, First Aid and CPR	Fire Sub Officer	Presenter: Fire Safety and Search & Rescue
Ms. Roxanne Brookes	St. Kitts Nevis Red Cross Society	First Aid, CPR, Disaster Management, EMT	Nurse	Presentations: First Aid and CPR, CDRT

Facilitators were aided by use of a laptop, LDC Projector and screen, and a PA system. The use of this equipment served to further enhance the overall effectiveness of the presentations and to help keep the interest of the participants. At the end of each Workshop, there was an official Graduation & Closing Ceremony to commemorate the occasion; all participants who successfully completed the workshop received a Certificate of Completion. See [Appendix II](#) for lists of graduates and [Appendix III](#) for Certificate of Completion template.

Team Leaders were also selected from among the participants in each parish. These Team Leaders were then charged with the responsibility of ensuring that their respective groups met to discuss the composition of the Community Emergency Response Teams (CERT) including structure and roles of positions that would be available. Following are the names of the Team Leaders elected for each of the five (5) parishes:

St. Thomas' Parish:	Mr. Lavern Lawrence	St. George's Parish:	Mr. Randy Taylor
St. Paul's Parish:	Mr. Spencer Brand	St. James' Parish:	Mr. Harvey Hendrickson
St. John's Parish:	Mr. Alister Thompson		

The St. Thomas' Parish saw a total of fifteen (15) persons being trained with thirteen (13) completing the course and graduating. Of this number, ten (10) were females and the remaining five (5), males. The St. Paul's Parish CERT Training Workshop also saw a total of fifteen (15) persons attending; four (4) females and eleven (11) males. Just as with the St. Thomas' Parish, thirteen (13) of those persons completed the training and graduated. There was a significant increase in numbers for the St. John's Parish workshop which saw a total of thirty four (34) persons receiving CERT training. Of this number, twenty three (23) participants were female, and eleven (11) of male. Within this group, twenty three (23) persons graduated.

There was a significant jump in the number of attendees at the St. George and St. James CERT Workshops. In the case of St. George, there was a total of fifty four (54) persons who received training, with forty-two (42) graduating the course. Twenty-nine (29) of those graduates were female and thirteen (13) males. Similarly, the St. James workshop saw fifty (50) persons attending the sessions, with 42 graduates. Of this number, twenty seven (27) were females and fifteen (15) were males. At the end of all five (5) Workshops, a total of one hundred and thirty-three (133) persons successfully completed the training of the 168 who attended. This gives a 79% completion rate for the training that was conducted. Please refer to [Appendix IV](#) for illustrations of the above-mentioned statistics.

The statistics indicate that the project goals were achieved in that there was a greater level of participation from women. This suggests that more women are being empowered to reduce their vulnerabilities to natural and manmade hazards and to implement risk reduction strategies at the community level. Additionally, in each instance, women have taken leadership roles within each CERT Committee.

Drafting of Emergency Evacuation Plans

After the CERT Committees for each parish were formed, those Committees held meetings to begin looking at the immediate task which was the formulation of an Emergency Evacuation Plan for the respective parishes. Several meetings were held, and the relevant persons from the NDMD and HOPE Nevis were invited to be a part of the discussion and to help guide the process, giving general oversight where necessary. The Project Officer with NDMD, Mr. Brian Dyer and his staff, will continue to work closely with the CERT Committees until a first draft is completed.

Red Cross CRP & First Aid Certification

For the period under review, there were four Red Cross CPR & First Aid Certification Examinations. These were for the participants of the St. Thomas and St. Paul parishes, and the St. John's, St. Georges' and St. James' Parishes respectively. These groups were large and required individual examination dates. Overall, 78 persons sat the Red Cross CPR & First Aid Certification Examinations, all of whom were successful. Please see [Appendix V](#) for related statistics.

Table Top & Simulation Exercises

In an effort to reinforce the training given and topics covered during the CERT Workshops, Simulation Exercises were conducted on 22nd May and 27th May respectively. A Table Top simulation exercise took place on Wednesday 22nd May. The results of that exercise were examined and discussed by the trainers in preparation for the practical simulation exercise on Monday 27th May.

Letters requesting leave from work were prepared and delivered to the employers and schools of all CERT graduates and attendees desirous of participating in the Simulation Exercises. These letters outlined the importance of the exercises and gave general information of the Sustainable Communities Project as well. A total of 125 persons received permission from their employers and schools to participate in the simulation exercises. This we believe signaled the overwhelming support of the business and wider community for the Project being undertaken.

The Simulation Exercises were successfully executed with just about 125 of the 133 CERT Personnel taking part in the various activities. The Franklyn Browne Community Centre was used as the staging area and control centre for both exercises. Twelve different disaster scenarios were created by the trainers for the practical simulation exercise. However, only 10 of these could have been safely completed on that day due to unusually rainy conditions. The catalyzing event for the disaster scenarios was an 8.5 magnitude earthquake. The following is a list of Incidents and Activities which took place as a result of the simulated earthquake. Full details can be found in [Appendix VI](#) and [Appendix VII](#).

- Damaged building collapse
- Structure damage to a family house
- Wild land fire
- Multi-vehicular pileup
- Evacuation of Elizabeth Pemberton Primary School
- Major Landslide
- Farmers trapped in ghaut by flood waters
- Two House fires in St. James
- Missing Hikers in St. James
- House fire in St. Thomas

The Community Emergency Response Teams were notified and mobilized at various times throughout the day starting from about 8:15am, and tasked with the responsibility of responding to and minimizing fallouts from the various hazards and disasters which occurred. Assistance for the day's activities were received from numerous stakeholders including the St. Kitts Nevis Fire & Rescue Services, St. Kitts & Nevis Police Force, the Alexandra Hospital and Ambulance Services, Nevis Disaster Management Department, Nevis Water Department and the St. Kitts & Nevis Red Cross Society. The persons and institutions mentioned all helped to ensure the activities were executed professionally, safely and with a high level of efficiency.

A cadre of volunteers from St. Kitts was also present and played the role of casualties/victims during the simulation exercise. These persons did an excellent job portraying some of the real life reactions of victims in disasters. In some instances, persons were trapped under rubble from collapsed buildings, and trapped in vehicles which collided as a result of the earthquake. These volunteers were fully prepared and used realistic makeup techniques to give greater effect to the injuries and the experience as a whole. This gave the CERT personnel responding to the various disasters a greater appreciation for and understanding of real-life scenarios.

The simulation exercises were evaluated by Brigadier General Earl Authors - Emergency Operations Specialist, and Mrs. Claudine Roberts - Community Disaster Planning Specialist, both from the Caribbean Disaster Emergency Management Agency (CDEMA). Assistance was also received from Retired Fire Deputy Chief of the St. Kitts & Nevis Fire & Rescue Services, Mr. James Warner, and Retired St. Christopher & Nevis Police Commissioner, Mr. Calvin Fahie. The OAS Representative to St. Kitts & Nevis, Mr. Starret Greene, was also present to witness the Simulation Exercise and related activities and gave remarks at the Closing Ceremony on that day.

In order to ensure the evaluators and other participants were transported from the Command Centre to the various incidents, to and from Airport, Ferry Terminal and Hotel Rooms, vehicles were rented for a two day period. Members of HOPE Nevis, the Project Management Team and others from the NDMD and DPPNRE also made their personal vehicles available for use during the Simulation Exercise. In the case of OAS Representative, Mr. Starret Greene, he was ushered by the Chairman of HOPE Nevis in one instance, and by a Fire Officer in another. Brigadier General Earl Authors and Mrs. Claudine Robert were driven by Project Officer with NDMD and Fire Officers.

Local media was also present to cover the day's activities. In particular, the Nevis Newscast featured the Simulation Exercise on the evening's news for on the 27th May 2013, and local newspapers featured articles in their midweek and weekend editions.

Reports from the evaluations can be found in [Appendix VIII](#) and [Appendix IX](#) while photos of various incidents are available in [Appendix X](#).

Catering

Due to the changes made with regards to the timing of the Workshops, there was no longer a need to cater lunch for the participants and facilitators. However, snack boxes and water were provided to all who attended. Various individuals and small businesses throughout the respective parish communities were asked to cater snack boxes. This allowed for greater involvement from the small business sector of the communities, and also provided an avenue to help contribute to the development of small businesses on the island. Water and lunch was also provided on the two Simulation days, for over 200 persons (including the evaluators, emergency personnel and volunteers) who participated in the activities. Lunch was catered by various persons within the community as well as small businesses who supported the CERT Training Workshops.

Air Public Service Announcements (PSA's) Island Wide & Compile Audio and Video Productions of CERT Training

A number of Public Service Announcements (PSAs) were also created and aired via all media outlets on St. Kitts & Nevis, via audio and visual formats. There was one general PSA which gave an introduction to HOPE Nevis, the Project and information related the CERT Training Workshops. There were also five (5) PSAs created; one for each parish, which served to inform residents of the upcoming CERT Training Workshops in each of the respective five parishes. Scripts for all PSAs were created by Mr. Jacob Ngumbah and Ms. Claudia Walwyn of the Project Management Team and were done with the assistance and participation of a number of stakeholders, community development officers, and members of HOPE Nevis. Please refer to Script in [Appendix XI](#).

The general promotion was aired several times daily throughout the life of the Project, while the other five (5) PSAs were aired in the week prior and during the CERT Training Workshops for the respective parishes. These PSAs can be viewed by clicking on the links below:

- [Sustainable Communities – The All-Five Parishes Project](#)
- [HOPE Nevis CERT Training – St. Thomas' Parish](#)
- [HOPE Nevis CERT Training – St. Paul's Parish](#)
- [HOPE Nevis CERT Training – St. John's Parish](#)
- [HOPE Nevis CERT Training – St. George's Parish](#)
- [HOPE Nevis CERT Training – St. James' Parish](#)

Social Media such as Facebook, Twitter and YouTube were also used in an effort to effectively promote the Project and the CERT Training, particularly to the younger population. Videos were uploaded, and shared with Members of HOPE Nevis, who then shared with persons in their network. This proved quite effective in sensitizing the general public of the Project generally and on the dates of the five (5) CERT Training Workshops.

Communications Officer with the Project Management Team, Mr. Jacob Ngumbah and his assistants from HOPE Nevis were present during the CERT Training Workshops for the purpose of recoding the sessions. Work is still ongoing in terms of compiling and editing the video feeds into a single DVD production which would be used for future training. Due to the volume of work required for this particular activity, it is not possible for this activity to be completed within the Project timeframe. But, work will continue until completion. Copies will also be made available to each CERT Committee in the five (5) parishes, the OAS Office in St. Kitts and the OAS Headquarters in Washington.

It is important to note that there were equipment malfunctions with the lone camera used for audio visual production and Project documentation. This resulted in unanticipated expenses for replacement parts and significant increases in man-hours allotted to editing. The replacement parts failed to rectify the hardware malfunction and in lieu of this, a replacement camera was purchased. A camera from the Government Information Services was used to facilitate the audio visual capture and editing processes until the newly purchased camera was cleared and received from Customs.

Retrofit Community Shelters with Down Spouting & Shutters through Active Community Involvement and with Participation of the Public Works Department (NIA)

During week three, members of the Project Management Team, accompanied by Mr. Marvin Hanley, Engineering Inspector of DPPNRE made a second on-site visit to the Emergency Shelters which were going to be affected by the Project. During this visit, it was observed and confirmed that the Hanley's Road Community Centre facility has already been outfitted with impact-resistant windows. Corrugated down spouts were not necessary for that building as the runoff from the building is channeled into a drainage field or soak-away. Armed with this information, the Team made the decision to include another emergency shelter into the Project, namely the Barnes Ghaut Community Centre. This facility is already equipped with down spouts but at present, has no water storage facility. As such, the decision was taken to purchase a water storage tank to correct this issue. There were no other issues identified during the on-site visits to the other emergency shelters.

The retrofitting works were originally scheduled to commence during week five and completed in week twelve. Requests for quotations were sent to a number of local businesses so as to ascertain costing and guide the process of getting these works done. However, despite best efforts only one quotation was received for the shutters and one the downspouts. This caused continued delays to the scheduled work plan for the retrofitting works. In an effort to ensure that the scope of work is completed within the overall timeframe of the Project, the Project Management Team took the decision to proceed with the contractors/businesses from whom quotations were received.

The intension was to have the community volunteers and members of the CERT Groups participate in retrofitting works at each Community Centre/Emergency Shelter. Unfortunately, this did not come to fruition due to varying circumstances such as the availability of skilled laborers to carry out the installations. It was extremely difficult to get employers to agree to granting employees time off for both this activity and the Simulation Exercise. In an effort to keep the project on track, the Project Management Team took the decision to acquire the services of licensed local contractor to perform the necessary tasks. After discussions and negotiations, and in the spirit of giving back to the community, the contractor agreed with render his services at a significantly reduced price.

Barnes Ghaut Community Centre

Installation work at the Barnes Ghaut Centre was scheduled to commence during week nine and was expected to be completed in a relatively short time. This was as a result of the limited work required at that site. However, this activity is yet to be completed. This is as a result of the Water Storage tank being out of stock at all local retailers and suppliers in the Federation. Horsfords Home & Building Depot has advised that they should be restocking this item within the coming weeks, at which point, it will be purchased and fitted. The other local suppliers were unable to advise as to when they would be restocking the item, and at what price the item would be sold. The concrete base for the tank has already been built by members of the Barnes Ghaut community, and the other items required for fitting the tank were already purchased.

Jessup's Community Centre

Retrofitting works at the Jessups Community Centre have been completed with shutters installed and tested, and corrugated downspouts fitted. The shutters are being stored inside the centre's store room for safety, and are easily accessible to authorized personnel and leaders of the CERT Committee for the St. Thomas' Parish. The retrofitting works for this activity was completed by licensed contractor Rudolph Nisbett with some assistance of members of the St. Thomas' CERT.

Fountain Community Centre

In the case of the Fountain Community Centre, some of the work has been completed, in that the concrete base for the water storage tank was built, and the tank itself installed. The corrugated downspouts were also fitted and connected to the water tank. This activity was also completed by the hired licensed contractor. There were some delays in having the hurricane shutters completed. Such delays included scheduling conflicts with the manufacturer and material shortage. Materials have since been ordered and the manufacturing of the shutters have commenced. It is expected that this activity will be completed shortly. Also, as with the Jessups Community Centre, the shutters for the Fountain Community Centre will be stored in a store room within the centre and would be accessible by authorized personnel and leaders for the St. James' Parish CERT Committee only.

Purchase & Install VHF Radio in Emergency Shelters

To date, the VHF Radios for installation in the Emergency Shelters have not been purchased. This is as a result of the decision of the Project Management team to source these items with the funds from the final disbursement of funds from the OAS. In the interim however, the effort was made to obtain additional quotes for the supply of these items. This effort was unsuccessful as only one proper quotation was received.

In light of that, the Project Management Team proceeded to request exemption from all government Taxes which would normally be collected by Customs on such items. In a letter dated July 19, 2013 we were advised that the above mentioned request was granted. As such, the purchase of the VHF Radios and associated accessories will be ordered after final disbursement is received. Estimated date of arrival of the items is set to one (1) week after the order is placed.

Erect Signage on Beaches

During week one an on-site visit was done at the beaches originally intended to benefit from this Project. At this point it was observed how critical the situation is with regards to illegal sand mining. After discussions with the Project Management Teams, the decision was taken to increase the number of signs to be erected. This was to ensure that in addition to the welcome signs, each beach currently affected by illegal sand mining can have at least one warning sign at the main entrance as well. The initial project submission intended for nine (9) signs to be erected on nine (9) beaches. With the additional beaches now included in the scope of work, a total of twenty-four (24) welcome and warning signs were created and planted. Please refer to [Appendix XII](#) for Island Map outlining the beaches affected by illegal sand mining on Nevis.

The planting of signs was originally scheduled to commence during week three, however due to the absence of the required number of quotations, works in this area had to be postponed. Requests for Quotations were sent to the Carpentry Division of the Public Work Department and to Mr. Vaughn Anslyn, a local artist. A quotation was received from Mr. Anslyn based on the initial proposal and was since revised to reflect the increased number of signs. The foreman of Carpentry Division of the Public Works Department informed that it would be difficult for his department to accommodate our request into their work program at this time. This, he said, was based on the voluminous work required to complete the signs by the Project completion date. As such, we did receive a signage quotation from the Public Works Department.

The Project Management team took the decision to proceed with the quotation received from Mr. Anslyn. Each of the intended beaches, receive at least one "Welcome to..." and one "Warning! Sand Mining Is Prohibited" sign. Each sign bore the logos of the OAS, HOPE Nevis and the Nevis Island Administration (NIA). Please refer to [Appendix XIII](#) for images displaying the signs which were created and planted. Photos of the actual planted signs can be seen in [Appendix XIV](#).

The actual planting of signs commenced on 7th June 2013. Local Television and other Media houses were present for the planting of the first Welcome sign on Gallows Bay. Following the planting of the sign, a short interview was conducted with Members of the Project Management Team. During this interview, Mr. Kyle Alex Weeks, Chairman of HOPE Nevis, gave a general overview of the Project and more specifically at the Beach Signage aspect. Ms. Claudia Walwyn, Environmental Officer with DPPNRE highlighted some of the concerns and challenges being faced with regards to illegal sand-mining while Mr. Brian Dyer spoke to the important role the general public must play in protecting the country's natural resources.

All signs were planted by of Mr. Vaughn Anslyn and Members of CERT St. James and CERT St. Paul, with general oversight of the Department of Fisheries. The Department of Fisheries gave assistance in terms of identifying the best location for erecting the signs, and ensuring that the beaches were correctly identified. The activity was conducted over a two week period, one day per week. To date, all beaches affected with illegal sand mining have signs erected.

Summary of Major Challenges

There were a number of challenges faced by the Project Management Team during the period under review:

- The lone camera used for audio visual production and Project documentation failed during the first reporting period. Replacement parts were sourced through the internet to rectify the failure; however, the parts were incompatible with the camera and could not work. During this time, the Project continued and the need to document the training sessions remained. A camera from the Nevis Press and Public Relations Department was used in the interim. This resulted in a significant increase in man-hours allotted to editing and the additional expense of purchasing a replacement camera. The overall completion date for the training videos also had to be pushed back as certain interviews had to be re-shot and edited.
- On the day of the practical simulation exercise, the island experienced torrential rain that lead to flash floods and other hazardous conditions in some areas of the island. In some areas the weather led to conditions which may have presented a higher risk of injury to the CERT personnel and volunteers. This prompted the trainers to cancel a few of the previously planned disaster scenarios. Thankfully, there were no injuries or adverse incidents experienced on the day of the simulation exercise.
- There was also an extended delay in the delivery of the lunches for the participants and volunteers. This too was due in large part to the prevailing weather conditions as caterers were unable to effectively mobilize themselves. Fortunately, participants and volunteers were understanding of the situation and as such, there were no fallouts resulting from this delay. A general review and discussion of the day's activities were done until lunch arrived. Participation in this review was at a very high level as excited from day's accomplishments were still high.

- HOPE Nevis is a 100% volunteer organization whose membership has full-time jobs with other organizations or are full-time students. Due to work and study commitments, there were immense delays in the availability of personnel to complete certain aspects of the Reporting for the Project. This was especially acute during the last three months as key members of the project Management Team had to deal with 'End of Year' duties at work and travel for business purposes.

Lessons Learned

- As the CERT Workshops moved from parish to parish, the presenters modified their presentations to include more 'hands on' sessions. Participants in St. John's, St. George's and St. James' Parish were afforded the opportunity to use specialized emergency equipment such as the "jaws of life" and the hoses and pumps on the fire trucks. These hands on experiences had greater impact on the participants who expressed their appreciation and greater understanding of the concepts covered during the classroom sessions. These sessions as well as the simulation exercises cemented the topics covered throughout the life of the Project. In the future, more tactile learning techniques should be used to assist participants in retaining key concepts.
- Since HOPE Nevis is a volunteer organization, it may be necessary to schedule the critical dates for future projects around major job obligations. For example, future projects will not be scheduled around school examination dates and traditional 'Year-end' functions for local business. This would allow for a greater number of members to fully participate in the Project and allow the organization to be more effective in its reporting duties.
- There must be a contingency plan for mass transportation of participants to accommodate for the unavailability and unreliability of public transportation late at night.
- There was a need to invite bids from businesses in the neighboring island of St. Kitts in an effort to fulfill the contractual agreements with respect to the number of quotations needed.
- Evening workshops prove to be more effective as it guarantees greater participation from a wider cross section of the community.

Next Steps

- Complete shutters for Fountain Community Center and Install Water Tank at Barnes Ghuat center.
- Purchase and install VHF Radios in Community centers. Training CERT Committees in use.
- Complete Videography editing and compilation of DVD for submission to OAS and CERT Groups.

Conclusion

The successful completion of most of the Project outputs has bolstered the morale of the members of HOPE Nevis and the Project Management Team. It is a great indication of what the commitment and hard work of dedicated individuals can achieve. The successes experienced and the strategic partnerships established have already prompted discussions about future partnerships for CERT Advanced training and other possible projects to benefit the island of Nevis and by extension, the Federation of St. Kitts & Nevis.

The success of the CERT Workshops and the formation of the five (5) different CERT Committees have seen the spill-off benefits of the revival of community groups and social events. The St. John, St. George and St. James CERTs have recorded and aired PSAs promoting safety during the current hurricane season. They have also planned and executed a number of community events such as a community clean up, moonlight work, social night and a fundraising Christmas Concert.

There is a greater connection and camaraderie among all persons who would have participated in the Training Workshops. There is also improved respect and cooperation from community members with the essential emergency personnel such as Fire Services, Police and Ambulance Services on the island. Some of the workshop participants have even shown an interest in obtaining additional training and shared the recommendation of having volunteer members to the essential emergency services to assist the community to a greater degree.

Even though the Project Management Team experienced a number of difficulties over the life of the Project, we have exceeded expectations in most areas. More than the projected 100 persons have received the basic emergency response training and their enthusiasm augers well for the continuation of this awareness training. More than the allotted nine signs warning against sand mining were also erected, and in the last two months, government agencies have reported a decrease in the incidences of this illegal practice on Nevis.

Overall, Nevis has increased its capacity to adequately respond to and minimize the fallout associated with natural and manmade disasters. HOPE Nevis recognizes the significance of this achievement and expresses sincere thanks to the Organization of American States for the support and funding given for this very timely and critical Sustainable Communities Project.

**ORGANIZATION OF AMERICAN STATES
 EXPENDITURES REPORT
 INSTITUTION: HOPE NEVIS INCORPORATION
 APRIL 21 to AUGUST 31, 2013**

PO#
Date: 31 Aug, 2013
Report #: 01
Page:

1	2	3	4	5	6	7	8	9	10
No.	Expenditure Description	Ref No.	Total Amount Budgeted in the Proposal (equivalent in USD)	% Finance d by GS/OAS	Prior Period Expenses	Current Period Expenses	Total Expenses to Date	Payment Date	Amount to be Reported in this Period
1	PSAs & Other Media	MPSA	\$5,900.00		-	\$2,195.04	\$2,195.04	Various	\$2,195.04
2	CERT - St. Thomas Parish	CERT1	\$2,850.00	100%	\$1,216.89	-	\$1,216.89	Various	-
3	CERT - St. John Parish	CERT2	\$2,850.00	100%	\$1,191.96	-	\$1,191.96	Various	-
4	CERT - St. Paul Parish	CERT3	\$2,850.00	100%	\$1,694.20	-	\$1,694.20	Various	-
5	CERT - St. George Parish	CERT4	\$2,850.00	100%	-	\$1,886.86	\$1,886.86	Various	\$1,886.86
6	CERT - St. James Parish	CERT5	\$2,850.00	100%	-	\$1,170.13	\$1,170.13	Various	\$1,170.13
7	CERT - Simulation Exer.	CERT5			-	\$2,927.19	\$2,927.19	Various	\$2,927.19
8	CERT - Facilitator Pymts	CFPM	\$7,500.00	100%	\$5,053.76	\$5,336.95	\$10,390.71	Various	\$5,336.95
9	RETROFIT – Jessups	RJCC	\$10,850.00		-	\$3,147.70	\$3,147.70	Various	\$3,147.70
10	RETROFIT – Barnes Ght.	RBGC	\$2,000.00		-	-	-	Various	-
11	RETROFIT - Fountain	RFCC	\$8,350.00		-	\$1,324.17	\$1,324.17	Various	\$1,324.17
12	INSTALL - VHF Radios	VHFR	\$5,900.00	100%	-	-	-	Various	-
13	Beach Signage	BSIGN	\$2,500.00		-	\$5,435.42	\$5,435.42	Various	\$5,435.42
14	General Administrative	AMIN	\$3,875.00	100%	\$689.27	\$1,082.15	\$1,771.41	Various	\$1,082.15
15	MISC - MISC Expenses	MISC			-	\$738.84	\$738.84	Various	\$738.84
TOTAL									\$25,244.44

Co-financing Report																																																							
APRIL 21 TO AUGUST 31, 2013																																																							
<p>Important: You are completing this form because you institution committed Counterpart Funds for the implementation of a Sub-Project under the "Sustainable Communities in Central America and the Caribbean" Initiative of the GS/OAS. The GS/OAS requests your institution to keep all the documentation that demonstrates that the Counterpart Funds reported through this form were used for the project as per the approved project proposal in case this is required for review by the donor or the GS/OAS.</p>																																																							
Implementer Information																																																							
<table border="1"> <tr> <td>Institution Type:</td> <td>Academic ()</td> <td>NGO (✓)</td> <td>Community Association ()</td> <td>Other ()</td> <td colspan="3"></td> </tr> <tr> <td>Institution Name:</td> <td colspan="7">HOPE NEVIS INCORPORATED</td> </tr> <tr> <td>Department/Office/Other:</td> <td colspan="7">N/A</td> </tr> <tr> <td>Country:</td> <td colspan="7">ST. KITTS & NEVIS</td> </tr> <tr> <td>Authorized Person:</td> <td colspan="7">KYLE ALEX WEEKS</td> </tr> <tr> <td>Reporting Period:</td> <td colspan="7">21 APRIL TO AUGUST 31, 2013</td> </tr> </table>								Institution Type:	Academic ()	NGO (✓)	Community Association ()	Other ()				Institution Name:	HOPE NEVIS INCORPORATED							Department/Office/Other:	N/A							Country:	ST. KITTS & NEVIS							Authorized Person:	KYLE ALEX WEEKS							Reporting Period:	21 APRIL TO AUGUST 31, 2013						
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Reporting Period:	21 APRIL TO AUGUST 31, 2013																																																						
Component 1: Small Grants																																																							
<p><i>Objective: To strengthen the capacity of non-governmental organizations (NGOs) and community associations in Central America and the Caribbean to build sustainable communities in the context of the Energy and Climate Partnership of the Americas (ECPA).</i></p>																																																							
Item	# of Units	Cost per Unit	Total Funds Committed as Co-financing in project proposal:	Current Period:	Prior Period:	Total Reported to Date:	Description																																																
Technical Personnel Hours:	165	\$15	3,000	2,475.00	1,440.00	3,915.00	Videography & Editing																																																
Administrative Personnel Hours:	248	\$10	-	2,480.00	1,120.00	3,600.00	Project Management Team; Reporting; Evaluations; Project Monitoring																																																
Equipment and Materials:	14	\$80	2,000	1,120.00	1,680.00	2,800.00	Projectors, Screens, Speakers & Mics, Printing, Photocopying, Stationary																																																
Physical Infrastructure:	18	\$18	-	324.00	405.00	729.00	Use of Workshop Venues; Testing Centres;																																																
Documents:	-	-	1,250	675.00	750.00	1,425.00	Flyers, Brochoures, Information Cards, Certificates, PowerPoint Handouts																																																
Workshops:	126	\$10	16,322	1,260.00	1,890.00	3,150.00	Personnel																																																
Travel:	-	-	1,875	1,600.00	1,200.00	2,800.00	Transportation costs including fuel; vehicle rentals																																																
Other:	6	\$225	4,250	1,350.00	1,800.00	3,150.00	Advertising - Television, radio and print media																																																
Total:			28,697	11,284	10,285	21,569																																																	