**MOSOP NGCDF COMMITTEE MEETING HELD ON 20th NOVEMBER 2018 NGCDF BOARD ROOM**

**MEMBERS PRESENT**

1. Mark Sang Chairman
2. Sammy Makano D.C.C Nandi North
3. Elias Kimaiyo F.A.M.
4. Elcana Tello Member
5. Divinah Tuwei Member
6. Janet Too Member
7. Sammy Tanui Member
8. Precidies Jerop Member
9. Nathan Biwott Member

**In attendance**

1. Mr Kemei Cheboss Constituency Manager
2. Mr Bungei John Public Works Officer

**Agenda**

1. Reading and confirmation of previous minutes
2. Proposals FY 2018/2019
3. AOB

**Preliminary**

The meeting started with a prayer from Rev Tello at 9.30 am.

**Min 1/20/2018**

**Agenda 1:** Reading and confirmation of previous minutes

The mebers were informed that the proposal that had been submitted has been reviewed and the secretariat has revered the document back to NGCDFC for review. Specifically the ongoing projects that had been left out of the consideration for the funding.

**Min 2/20/2018**

Members relooked the ongoing projects report and noted the following observations;

1. **The incomplete projects that have been considered for funding are as follows;**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PROJECT NAME** | **PENDING ACTIVITIES as at 30th June 2018** | **Amount Allocated 18/19** |
| 2017/2018 | A.i.c Kamanyinya secondary school | Clean and waste water system, gas system, Plastering and painting | 900,000.00 |
| 2016/2017 | kipsamoo primary school | plastering painting flooring fixing of window glasses ceiling and wiring yet to be done | 400,000.00 |
| 2017/2018 | A.I.C Kaptich Primary school | Roofing, painting, plastering and flooring yet to be done | 1,000,000.00 |
| 2016/2017 | ABC Labuiywet Primary school | plastering painting sealing and wiring yet to be done | 600,000.00 |
| 2015/2016 | AIC Ndulele Secondary school | walling, roofing plastering wiring and plumbing work | 1,000,000.00 |
| 2015/2016 | All Saints Bishop Muge Kapkoimur | plastering fixing of doors and windows ceiling painting of 7 classrooms | 700,000.00 |
| 2016/2017 | Chepkatet Primary School | plastering flooring painting fixing of windows and doors and wiring are yet to be done | 200,000.00 |
| 2017/2018 | Cheptuiyet Secondary school | Walling plastering and fixing of doors and windows of a laboratory | 1,200,000.00 |
| 2016/2017 | Kabisaga primary school | plastering flooring fixing doors and windows painting and faciaboard | 300,000.00 |
| 2017/2018 | Kabiyet police station | fixing of windows and doors plastering ceiling flooring | 1,300,000.00 |
| 2016/2017 | Kapkechui Primary school | plastering painting yet to be done | 600,000.00 |
| 2017/2018 | Kapkoimur Secondary School | roofing fixing of doors and windows flooring plastering ceiling | 600,000.00 |
| 2013/2014 | kapkoimur Secondary School | flooring painting plumbing works, and gas system done | 800,000.00 |
| 2017/2018 | Kapsabaot primary school | plastering wiring flooring ceiling | 1,000,000.00 |
| 2015/2016 | Kapserton Primary School | fixing of doors and windows flooring painting and verandah | 400,000.00 |
| 2017/2018 | Kipkaren Primary School | flooring painting and fixing of doors and windows | 300,000.00 |
| 2015/2016 | Kipngoror Primary School | fixing of windows and doors plastering and electricity installation yet to be done | 800,000.00 |
| 2016/2017 | Koiban Primary School | wiring ceiling faciaboard fixing of windows and painting | 200,000.00 |
| 2016/2017 | Ndalat D.E.B Primary School | fixing of doors and windows, plastering flooring painting and verandah | 700,000.00 |
| 2016/2017 | S.D.A Panama Primary School | plastering fixing of doors and windows ceiling painting | 200,000.00 |
| 2017/2018 | Samutet Primary School | painting flooring fixing of windows and doors are yet to be done | 600,000.00 |
| 2017/2018 | Saru Gaa Primary School | window glasses and painting are yet to be done | 400,000.00 |
| 2015/2016 | Sigot Secondary School | plastering flooring fixing of windows wiring ceiling and painting | 500,000.00 |
| 2017/20148 | St brigita Girls High School | Flooring , Painting , Fixing of windows and doors yet to be done | 2,000,000.00 |
| 2017/2018 | St Charles Lwanga Chepkoiyo Secondary School | plastering painting flooring fixing of window glasses ceiling and wiring yet to be done | 1,000,000.00 |
| 2016/2017 | St. Judes Tolilet Primary school | flooring plastering ceiling painting fixing of windows | 400,000.00 |
| 2017/2018 | St. Mathews Kormaet Secondary School | Roofing, plastering ,painting piping and plumbing works yet to be done | 1,000,000.00 |
| 2015/2016 | St.Luke Kapngombe Sec.School | roofing walling painting electrical installation fixing of windows and doors are yet to be done | 2,000,000.00 |
| 2015/2016 | Stephen Kositany Girls Secondary | flooring, walling fixing of windows and doors electrification and plumbing works yet to be done | 1,000,000.00 |
| 2016/2017 | TukTuk Primary School | flooring plastering fixing of doors and windows | 400,000.00 |

The public works officer noted that the amount allocated are expected to complete the pending project activities. Stephen kositany Girls that was indicated as still requiring and additional kshs 7 million was erronesly misquoted since the some activities have since been completed through school development vote. The amount allocated to St brigita Girls High School will also completed the indicated activities.

1. **Project that were yet to receive fund as at the end of June 2018 and have since been completed**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Project Name | Activities indicated has pending now completed | FY Funded |
| 2017/2018 | Kapsosio Primary School | fixing of windows and doors plastering and electricity installation | Completed through allocation FY 2017/2018 |
| 2017/2018 | Lelechwet Primary School | fixing of window glasses ceiling faciaboard and electrical installation are yet to be done | Completed through allocation FY 2017/2018 |
| 2017/2018 | Philip Biwott primary school | roofing plastering painting fixing of windows and doors | Completed through allocation FY 2017/2018 |
| 2016/2017 | Phillip Biwott Primary school | painting ceiling and faciaboard are yet to be done | Completed through allocation FY 2017/2018 |
| 2015/2016 | Sarugaa Primary school | plastering painting ceiling and faciaboard are yet to be done | Completed through allocation FY 2017/2018 |
| 2017/2018 | Chepkemel Primary School | painting flooring plastering are yet to be done | Completed through allocation FY 2017/2018 |
| 2015/2016 | SDA Tiriin Primary school | roofing plastering painting flooring ceiling and faciboard are yet to be done | Completed through allocation FY 2017/2018 |
| 2017/2018 | Sirsiron Primary School | flooring fixing of doors and windows and pillars are yet to be done | Completed through allocation FY 2017/2018 |
| 2017/2018 | Kamungei secondary School | plastering flooring site benches and plumbing | Completed through allocation FY 2017/2018 |
| 2017/2018 | Kipkombot Primary School | flooring plastering slab flooring ceiling fixing of windows and doors | Completed through allocation FY 2017/2018 |

1. **Project that cannot be considered for funding for various reasons**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PROJECT NAME** | **PENDING PROJECT ACTIVITIES** | **REASON FOR NOT FUNDING** |
| 2017/2018 | Kamungei Police Post | Walling roofing plastering , fittings and painting yet to be done | The Project is in forest land that eviction notice has been issued for all the residents in the lands to vacate |
| 2016/2017 | S.D.A Kungurwet Primary School | painting ceiling and faciaboard are yet to be done | The school in 0.2 acres of land and plans are there to be relocated. The Schools sponsored by SDA church has the secondary which is private occupying three acres and kungurwet primary being public in the same land only 0.2 acres. |
| 2016/2017 | Chepnyogoson primary school | plastering flooring roofing materials | The school is in forest land that eviction notice has been issued. |
| 2017/2018 | St. peters Kapsean Primary school | plastering flooring painting fixing of windows and doors and wiring | The school is in plan to be reallocated from the current church land to a newly acquired land purchased through NGCDF in the FY 2017/2018 |

The members resolved that the Holy Trinity primary School and kapkures primary school be omitted from the list. St Clement Nyigon that had been considered foe two classrooms is reduced to one and the three projects are to be considered for further funding in the near future.

**The members approved that the following proposal for the FY 2018-2019 as follows;**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | Committee expenses Office Adm | Constituency | Payment of committee allowances. | Ongoing | 1,400,000.00 |
| 2 | Employees expenditure-Office Adm | Constituency | Compensation of contractual , interns and casual employees expenditure and service gratuity for current and previous staff | Ongoing | 3,385,000.00 |
| 3 | Goods and services-Offce Adm | Constituency | Purchase of stationery, fuel, repairs and maintenance, travel and subsistence, office refreshments | Ongoing | 1,339,672.92 |
| 4 | Nssf- employer contribution-Office Adm | Constituency | Employer contribution to the fund | Ongoing | 73,440.00 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | M$E Goods and services- | Constituency | Purchase of stationery, fuel, repairs and maintenance, travel and subsistence | Ongoing | 599,056.46 |
| 2 | M&E Cdfc/ pmc capacity building | Constituency | Capacity and empowerment of ng-cdfcs, ngcdfc's staff, pmcs, and other relevant government stakeholders. Benchmarking trip to best performing constituencies | Ongoing | 1,300,000.00 |
| 3 | M&E -Office Committee expenses | Constituency | Payment of committee allowances and other projects managers. | Ongoing | 1,200,000.00 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | A.I.C Kaptich Primary school | KURKUNG SURUNGAI | Roofing Plastering and flooring fixing of windows and doors of a dormitory. | Ongoing | 1,000,000.00 |
| 2 | ABC Labuiywet Primary school | Chepterwai | Fixing of doors and windows, plastering and painting of three classroom | Ongoing | 600,000.00 |
| 3 | All Saints Bishop Muge Kapkoimur | Chepterwai | plastering, fixing of windows and doors painting and flooring of 7 classrooms | Ongoing | 700,000.00 |
| 4 | Bishop Muge Memorial school | KURKUNG SURUNGAI | Construction of Dormitory to Completion | New | 1,500,000.00 |
| 5 | Chepkatet Primary School | KABISAGA | plastering flooring painting fixing of windows and doors one classroom | Ongoing | 200,000.00 |
| 6 | Cheptonon Primary School | Chepterwai | Reroofing, flooring and painting of 8 classrooms | Ongoing | 900,000.00 |
| 7 | Fr Toror Lelei Primary | KURKUNG SURUNGAI | Roofing, Fixing of doors and windows and painting of administration block | Ongoing | 500,000.00 |
| 8 | Kabisaga primary school | KABIYET | plastering flooring fixing doors and windows painting and faciaboard of and administration block | Ongoing | 300,000.00 |
| 9 | Kapchebosei primary school | Chepterwai | fixing of windows , plastering and painting of four classrooms | Ongoing | 800,000.00 |
| 10 | Kapkawa batist primary | kipkaren | Fixing of doors and windows, flooring , plastering and painting of 8 classrooms | New | 800,000.00 |
| 11 | Kapkorio Primary School | Chepterwai | Fixing of doors and windows, plastering and painting of three classrooms | Ongoing | 600,000.00 |
| 12 | Kapsabaot primary school | KURKUNG SURUNGAI | plastering wiring, flooring and fixing of ceiling of administration block | Ongoing | 1,000,000.00 |
| 13 | Kapserton Primary School | KIPKAREN | fixing of doors and windows flooring painting and verandah of an administration block | Ongoing | 500,000.00 |
| 14 | KEBULWET PRIMARY SCHOOL | KABISAGA | ROOFING, FIXING OF DOORS AND WINDOWS , PLASTERING , PAINTING OF THREE CLASSROOMS | Ongoing | 1,500,000.00 |
| 15 | Ketam Primary School | KABISAGA | Construction of one classrooms to completion | New | 800,000.00 |
| 16 | Kipkaren Primary School | KIPKAREN | Flooring painting and fixing of doors and windows of an administration block | Ongoing | 300,000.00 |
| 17 | Kipngoror Primary School | Chepterwai | fixing of windows and doors plastering and painting of 8 classrooms | Ongoing | 800,000.00 |
| 18 | kipsamoo primary school | KABISAGA | plastering painting flooring fixing of window glasses ceiling and wiring two classrooms | Ongoing | 400,000.00 |
| 19 | Koiban Primary School | KURKUNG SURUNGAI | wiring ceiling faciaboard fixing of windows and painting of a dormitory | Ongoing | 300,000.00 |
| 20 | Kwindich primary school | sangalo/kebulonik | Construction of two classrooms to completion | New | 1,600,000.00 |
| 21 | Ndalat D.E.B Primary School | Ndalat | fixing of doors and windows, plastering flooring painting and verandah of two classrooms | Ongoing | 600,000.00 |
| 22 | Ndalat Jobs Outreach Primary | Ndalat | Purchase of approximately two acres of land | New | 1,000,000.00 |
| 23 | Ngariet primary School | Ndalat | Purchase of land approximately 1 acre to provide access to water dam to serve the community and the school | New | 1,000,000.00 |
| 24 | Philip Biwott primary school | Kipkaren | roofing plastering painting fixing of windows and doors of two classrooms | Ongoing | 700,000.00 |
| 25 | S.D.A Panama Primary School | KABIYET | plastering fixing of doors and windows ceiling painting of one classroom | Ongoing | 200,000.00 |
| 26 | Samutet Primary School | Ndalat | Plastering, Fixing of windows and doors and floor of five classrooms | Ongoing | 600,000.00 |
| 27 | Sangalo central primary school | sangalo/kebulonik | Fixing of doors, windows , plastering and painting of three classrooms | Ongoing | 600,000.00 |
| 28 | Saru Gaa Primary School | kipkaren | Floor window and doors ,plastering and painting of four classrooms | Ongoing | 400,000.00 |
| 29 | Sirsiron primary school | kabiyet | Purchase of two acres of land | New | 1,000,000.00 |
| 30 | Soin Primary School | Chepterwai | Construction of one Classrooms to completion | New | 800,000.00 |
| 31 | St Josephs Kamasia Primary | KABIYET | Fixing of doors, windows and plastering , flooring of one classroom and painting of 4 classrooms | Ongoing | 600,000.00 |
| 32 | st mark's Seretio Primary school | KABISAGA | construction of one classrooms to completion | New | 800,000.00 |
| 33 | St Pauls Kapkechui Primary | KABISAGA | Plastering, fixing of windows and doors, plastering and painting of 5 classrooms | Ongoing | 600,000.00 |
| 34 | St Pauls Kemeliet Primary School | KABIYET | construction of two classrooms to completion | New | 1,600,000.00 |
| 35 | St Peter's Birei Primary | sangalo/kebulonik | Construction of two classrooms to completion | New | 1,600,000.00 |
| 36 | St. Judes Tolilet Primary school | KURKUNG SURUNGAI | flooring plastering and painting fixing of windows of two classrooms | Ongoing | 400,000.00 |
| 37 | Tangaratwet Primary School | Chepterwai | Fixing of glasses , and painting of two classrooms and painting of additional three others | Ongoing | 500,000.00 |
| 38 | TukTuk Primary School | kipkaren | flooring plastering fixing of doors and windows of three classrooms | Ongoing | 400,000.00 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | A.i.c Kamanyinya secondary school | kipkaren | waste water system, gas system, Plastering and painting of a laboratory | Ongoing | 900,000.00 |
| 2 | ACK St.Luke Kapngombe Sec.School | Ndalat | Walling, roofing , plastering and gas system of a laboratory | ongoing | 2,000,000.00 |
| 3 | AIC Cheptuiyet Secondary school | KABIYET | Roofing , plastering and painting of laboratory | Ongoing | 1,200,000.00 |
| 4 | Aic Moi Kabiemit Secondary | Ndalat | Purchase of stools and wiring of laboratory. | Ongoing | 200,000.00 |
| 5 | Aic Moi Kabiemit Secondary | Ndalat | Roofing, fixing of doors, plastering and painting of two classrooms | Ongoing | 800,000.00 |
| 6 | AIC Ndulele Secondary school | KABIYET | walling roofing plastering wiring and plumbing works of a laboratory | Ongoing | 1,000,000.00 |
| 7 | Chepyekoris secondary school | sangalo/kebulonik | Construction of two classrooms to completion | New | 1,600,000.00 |
| 8 | Kapkatet Secondary | Ndalat | Construction of two classrooms to completion | New | 1,600,000.00 |
| 9 | kapkoimur Secondary School | Chepterwai | flooring, painting plumbing works, and gas system of a laboratory | Ongoing | 800,000.00 |
| 10 | Kapkoimur Secondary Schools | Chepterwai | Roofing, fixing of doors and windows, plastering and painting of a girl’s dormitory. | Ongoing | 1,500,000.00 |
| 11 | Koiban Secondary School | KURKUNG SURUNGAI | Construction of a laboratory to completion | new | 3,000,000.00 |
| 12 | Koitalel Samoei Secondary School | sangalo/kebulonik | Construction of three classrooms to completion | New | 2,400,000.00 |
| 13 | Sarura Girls secondary school | kipkaren | Construction of two classrooms to completion | New | 1,600,000.00 |
| 14 | Sigot secondary | KABISAGA | Flooring, fixing of doors and windows,palstering and painting of boys dormitory | Ongoing | 500,000.00 |
| 15 | St Adrew's Kapsato Secondary | KABISAGA | Plumbing, electrical installations, construction of tables and ceiling of a laboratory | Ongoing | 800,000.00 |
| 16 | St Benedict Kipsamoite secondary school | sangalo/kebulonik | Plumbing and gas system of a laboratory. | Ongoing | 1,000,000.00 |
| 17 | St brigita Girls High School | KIPKAREN | walling Cables, plastering, fittings of doors and windows, Floor scree ding and painting of a dining hall | Ongoing | 2,000,000.00 |
| 18 | St Charles Lwanga Chepkoiyo Secondary School | KABISAGA | plastering painting flooring fixing of window glasses ceiling and wiring of four classrooms | Ongoing | 800,000.00 |
| 19 | St Clement Secondary nyigoon | Ndalat | Construction of one classroom to completion | New | 800,000.00 |
| 20 | St Joseph Kapkenyeloi Secondary School | Chepterwai | Construction of three classrooms to completion | New | 2,400,000.00 |
| 21 | St mathews kormaet Secondary | KABISAGA | construction of one classroom to completion | New | 800,000.00 |
| 22 | St Patrick's Chepnoet secondary | Ndalat | construction of three classrooms to completion | New | 2,400,000.00 |
| 23 | st Peters Eisero girls school | KABISAGA | construction of a laboratory to comletion | New | 3,000,000.00 |
| 24 | Stephen kositany Girls | Kabiyet | Walling , fixing of windows and doors and plastering of a dining hall | Ongoing | 1,000,000.00 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | Bursary- secondary schools | constituency | Fees subsidy for needy orphans and less privilege secondary schools students from the constituency | Ongoing | 16,304,712.69 |
| 2 | Bursary- Tertiary institutions | constituency | Fees subsidy for needy orphans and less privileged colleges and university students from the constituency | Ongoing | 11,000,000.00 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | Sports | Constituency | Carry out sports activities in the constituency, sponsor sporting activities in the constituency | New | 1,100,000.00 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | Emergency | Constituency | Cather for emergencies that may occur within the Constituency. | Ongoing | 5,738,993.45 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | Kabiyet police station | KABIYET | Fixing of windows and doors plastering ceiling flooring of police offices | Ongoing | 1,300,000.00 |
| 2 | NGCDF Office | Constituency | Construction of Fence | New | 600,000.00 |
|  | **PROJECT NAME** | **WARDS** | **ONGOING PROJECTS PENDING ACTIVITIES** | **STATUS** | **BALANCE TO COMPLETE** |
| 1 | Environment | constituency | Rain water harvesting in the following schools Tolilet primary, ACK Kolonget Primary,Chepkiyeb Primary, St Anthony Tulwet Primary, Kipkaren Township Primary, AIC Kabisaga Mission Primary, SDA Kapkeringon Primary, Panama SDA Primary School, St Mary's Kabisaga, Chepnego Primary School,Tabolwa Primary School. Kaplemur Primary and Chumek PRimary purchase of water tank and installation of solar water pump. | New | 1,100,000.00 |
| **Annual Allocation** | | | | | **109,040,875.52** |

AOB

1. Benchmarking trip that had been planned has been cancelled due to insufficient funds. FAM to plan immediately the funds are received.
2. Kerra team is expected to attend a training in Mombasa starting from 1st December 2018.
3. The sports project management Committee, Constituency manager, Jerop and Nathan to meet on Friday to address emerging issues. The committee proposed a constituency tournament on specific section of the constituency.

There being no other business, the meeting was adjourned at 4.40pm with a word of prayer form Mr.Rev Telo.

Approved for circulation

Chairman :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fund Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*National Government Constituencies Development Fund*

**2015**

**THIRD SCHEDULE (ss. 25 (6), 11 and, 29(1)**

**CONSTITUENCY PROJECTS SUBMISSION FORM**

**CONSTUENCY N0:** 156 **CONSTITUENCY NAME**: MOSOP **FINANCIAL YEAR**: 2018/2019

|  |  |  |
| --- | --- | --- |
| **SERIAL** | **NAME OF PROJECT** | **AMOUNT ALLOCATED**  **(KSHS)** |
| 156/AP1 | Administration/Recurrent | 6,198,112.92 |
| 156/AP2 | Monitoring and Evaluation/Capacity Building | 3,099,056.46 |
| 156/2640100 | Bursary/CATs/Mocks | 27,304,712.69 |
| 156/2630204 | Primary School Projects | 28,500,000.00 |
| 156/2630205 | Secondary School Projects | 34,100,000.00 |
| 156/2640507 | Security Projects | 1,900,000 |
| 156/2640200 | Emergency | 5,738,993.45 |
| 156/2640510 | Environment | 1,100,000 |
| 156/2211311 | Sports | 1,100,000 |
| **Constituency Allocation** |  | **109,040,875.52** |

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Chairman Signature Date

……………………………. ……………………. …………………………..

Fund Account Manager Signature Date

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…**2630204**…………………..**

**Project Title: EDUCATION PRIMARY SCHOOLS**

**Sector: EDUCATION**

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs.28,500,000………. Date… …………

Amount allocated last financial year …Nil………….

Amount allocated this financial year……28,500,000……

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | A.I.C Kaptich Primary school | KURKUNG SURUNGAI | 4-029-156-2630204-104-2018/2019-001 | Roofing Plastering and flooring fixing of windows and doors of a dormitory. | Ongoing | 1,000,000.00 |
| 2 | ABC Labuiywet Primary school | Chepterwai | 4-029-156-2630204-104-2018/2019-002 | Fixing of doors and windows, plastering and painting of three classroom | Ongoing | 600,000.00 |
| 3 | All Saints Bishop Muge Kapkoimur | Chepterwai | 4-029-156-2630204-104-2018/2019-003 | plastering, fixing of windows and doors painting and flooring of 7 classrooms | Ongoing | 700,000.00 |
| 4 | Bishop Muge Memorial school | KURKUNG SURUNGAI | 4-029-156-2630204-104-2018/2019-004 | Construction of Dormitory to completion | New | 1,500,000.00 |
| 5 | Chepkatet Primary School | KABISAGA | 4-029-156-2630204-104-2018/2019-005 | plastering flooring painting fixing of windows and doors to completion | Ongoing | 200,000.00 |
| 6 | Cheptonon Primary School | Chepterwai | 4-029-156-2630204-104-2018/2019-006 | Reroofing, flooring and painting of 8 classrooms | Ongoing | 900,000.00 |
| 7 | Fr Toror Lelei Primary | KURKUNG SURUNGAI | 4-029-156-2630204-104-2018/2019-007 | Roofing, Fixing of doors and windows and painting of administration block | Ongoing | 500,000.00 |
| 8 | Kabisaga primary school | KABIYET | 4-029-156-2630204-104-2018/2019-008 | plastering flooring fixing doors and windows painting and faciaboard of and administration block | Ongoing | 300,000.00 |
| 9 | Kapchebosei primary school | Chepterwai | 4-029-156-2630204-104-2018/2019-009 | fixing of windows , plastering and painting of four classrooms | Ongoing | 800,000.00 |
| 10 | Kapkawa batist primary | kipkaren | 4-029-156-2630204-104-2018/2019-010 | Fixing of doors and windows, flooring , plastering and painting of 8 classrooms | New | 800,000.00 |
| 11 | Kapkorio Primary School | Chepterwai | 4-029-156-2630204-104-2018/2019-011 | Fixing of doors and windows, plastering and painting of three classrooms | Ongoing | 600,000.00 |
| 12 | Kapsabaot primary school | KURKUNG SURUNGAI | 4-029-156-2630204-104-2018/2019-012 | plastering wiring, flooring and fixing of ceiling of administration block | Ongoing | 1,000,000.00 |
| 13 | Kapserton Primary School | KIPKAREN | 4-029-156-2630204-104-2018/2019-013 | fixing of doors and windows flooring painting and verandah of an administration block | Ongoing | 500,000.00 |
| 14 | KEBULWET PRIMARY SCHOOL | KABISAGA | 4-029-156-2630204-104-2018/2019-014 | ROOFING, FIXING OF DOORS AND WINDOWS , PLASTERING , PAINTING OF THREE CLASSROOMS | Ongoing | 1,500,000.00 |
| 15 | Ketam Primary School | KABISAGA | 4-029-156-2630204-104-2018/2019-015 | Construction of one classrooms to completion | New | 800,000.00 |
| 16 | Kipkaren Primary School | KIPKAREN | 4-029-156-2630204-104-2018/2019-016 | Flooring painting and fixing of doors and windows of an administration block | Ongoing | 300,000.00 |
| 17 | Kipngoror Primary School | Chepterwai | 4-029-156-2630204-104-2018/2019-017 | fixing of windows and doors plastering and painting of 8 classrooms | Ongoing | 800,000.00 |
| 18 | kipsamoo primary school | KABISAGA | 4-029-156-2630204-104-2018/2019-018 | plastering painting flooring fixing of window glasses ceiling and wiring two classrooms | Ongoing | 400,000.00 |
| 19 | Koiban Primary School | KURKUNG SURUNGAI | 4-029-156-2630204-104-2018/2019-019 | wiring ceiling faciaboard fixing of windows and painting of a dormitory | Ongoing | 300,000.00 |
| 20 | Kwindich primary school | sangalo/kebulonik | 4-029-156-2630204-104-2018/2019-020 | Construction of two classrooms to completion | New | 1,600,000.00 |
| 21 | Ndalat D.E.B Primary School | Ndalat | 4-029-156-2630204-104-2018/2019-021 | fixing of doors and windows, plastering flooring painting and verandah of two classrooms | Ongoing | 600,000.00 |
| 22 | Ndalat Jobs Outreach Primary | Ndalat | 4-029-156-2630204-104-2018/2019-022 | Purchase of two acres of land | New | 1,000,000.00 |
| 23 | Ngariet primary School | Ndalat | 4-029-156-2630204-104-2018/2019-023 | Purchase of land approximately 1 acre to provide access to water dam to serve the community and the school | New | 1,000,000.00 |
| 24 | Philip Biwott primary school | Kipkaren | 4-029-156-2630204-104-2018/2019-024 | roofing plastering painting fixing of windows and doors of two classrooms | Ongoing | 700,000.00 |
| 25 | S.D.A Panama Primary School | KABIYET | 4-029-156-2630204-104-2018/2019-025 | plastering fixing of doors and windows ceiling painting of one classroom | Ongoing | 200,000.00 |
| 26 | Samutet Primary School | Ndalat | 4-029-156-2630204-104-2018/2019-026 | Plastering, Fixing of windows and doors and floor of five classrooms | Ongoing | 600,000.00 |
| 27 | Sangalo central primary school | sangalo/kebulonik | 4-029-156-2630204-104-2018/2019-027 | Fixing of doors, windows , plastering and painting of three classrooms | Ongoing | 600,000.00 |
| 28 | Saru Gaa Primary School | kipkaren | 4-029-156-2630204-104-2018/2019-028 | Floor window and doors ,plastering and painting of four classrooms | Ongoing | 400,000.00 |
| 29 | Sirsiron primary school | kabiyet | 4-029-156-2630204-104-2018/2019-029 | Purchase of two acres of land | New | 1,000,000.00 |
| 30 | Soin Primary School | Chepterwai | 4-029-156-2630204-104-2018/2019-030 | Construction of one Classrooms to completion | New | 800,000.00 |
| 31 | St Josephs Kamasia Primary | KABIYET | 4-029-156-2630204-104-2018/2019-031 | Fixing of doors, windows and plastering , flooring of one classroom and painting of 4 classrooms | Ongoing | 600,000.00 |
| 32 | st mark's Seretio Primary school | KABISAGA | 4-029-156-2630204-104-2018/2019-032 | Construction of one Classrooms to completion | New | 800,000.00 |
| 33 | St Pauls Kapkechui Primary | KABISAGA | 4-029-156-2630204-104-2018/2019-033 | Plastering, fixing of windows and doors, plastering and painting of 5 classrooms | Ongoing | 600,000.00 |
| 34 | St Pauls Kemeliet Primary School | KABIYET | 4-029-156-2630204-104-2018/2019-034 | Construction of two classrooms to completion | New | 1,600,000.00 |
| 35 | St Peter's Birei Primary | sangalo/kebulonik | 4-029-156-2630204-104-2018/2019-035 | Construction of two classrooms to completion | New | 1,600,000.00 |
| 36 | St. Judes Tolilet Primary school | KURKUNG SURUNGAI | 4-029-156-2630204-104-2018/2019-036 | flooring plastering and painting fixing of windows of two classrooms | Ongoing | 400,000.00 |
| 37 | Tangaratwet Primary School | Chepterwai | 4-029-156-2630204-104-2018/2019-037 | Fixing of glasses , and painting of two classrooms and painting of additional three others | Ongoing | 500,000.00 |
| 38 | TukTuk Primary School | kipkaren | 4-029-156-2630204-104-2018/2019-038 | flooring plastering fixing of doors and windows of three classrooms | Ongoing | 400,000.00 |
|  | | | | | | 28,500,000.00 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

**Constituency No**: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…**2630205**………………………………..**

**Project Title: EDUCATION SECONDARY SCHOOLS**

**Sector: EDUCATION**

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2017 – 30th June 2018**

Original Cost Estimates, in Kshs. …**34,100,000** ………. Date… …………

Amount allocated last financial year …Nil………….

Amount allocated this financial year……**34,100,000** ……

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | A.i.c Kamanyinya secondary school | kipkaren | 4-029-156-2630205-104-2018/2019-001 | waste water system, gas system, Plastering and painting of a laboratory | Ongoing | 900,000.00 |
| 2 | ACK St.Luke Kapngombe Sec.School | Ndalat | 4-029-156-2630205-104-2018/2019-002 | walling roofing plastering wiring and plumbing works of a laboratory | Ongoing | 2,000,000.00 |
| 3 | AIC Cheptuiyet Secondary school | KABIYET | 4-029-156-2630205-104-2018/2019-003 | Roofing , plastering and painting of laboratory | Ongoing | 1,200,000.00 |
| 4 | Aic Moi Kabiemit Secondary | Ndalat | 4-029-156-2630205-104-2018/2019-004 | Purchase of stools and wiring of laboratory. | Ongoing | 200,000.00 |
| 5 | Aic Moi Kabiemit Secondary | Ndalat | 4-029-156-2630205-104-2018/2019-005 | Roofing, fixing of doors, plastering and painting of two classrooms | Ongoing | 800,000.00 |
| 6 | AIC Ndulele Secondary school | KABIYET | 4-029-156-2630205-104-2018/2019-006 | walling roofing plastering wiring and plumbing works of a laboratory | Ongoing | 1,000,000.00 |
| 7 | Chepyekoris secondary school | sangalo/kebulonik | 4-029-156-2630205-104-2018/2019-007 | Construction of two classrooms to completion | New | 1,600,000.00 |
| 8 | Kapkatet Secondary | Ndalat | 4-029-156-2630205-104-2018/2019-008 | Construction of two classrooms to completion | New | 1,600,000.00 |
| 9 | kapkoimur Secondary School | Chepterwai | 4-029-156-2630205-104-2018/2019-009 | flooring, painting plumbing works, and gas system of a laboratory | Ongoing | 800,000.00 |
| 10 | Kapkoimur Secondary Schools | Chepterwai | 4-029-156-2630205-104-2018/2019-010 | Roofing, fixing of doors and windows, plastering and painting of a girls dormitory. | Ongoing | 1,500,000.00 |
| 11 | Koiban Secondary School | KURKUNG SURUNGAI | 4-029-156-2630205-104-2018/2019-011 | Construction of a laboratory to completion | new | 3,000,000.00 |
| 12 | Koitalel Samoei Secondary School | sangalo/kebulonik | 4-029-156-2630205-104-2018/2019-012 | Construction of three classrooms to completion | New | 2,400,000.00 |
| 13 | Sarura Girls secondary school | kipkaren | 4-029-156-2630205-104-2018/2019-013 | Construction of two classrooms to completion | New | 1,600,000.00 |
| 14 | Sigot secondary | KABISAGA | 4-029-156-2630205-104-2018/2019-014 | Flooring, fixing of doors and windows, plastering and painting of boys dormitory | Ongoing | 500,000.00 |
| 15 | St Adrew's Kapsato Secondary | KABISAGA | 4-029-156-2630205-104-2018/2019-015 | Plumbing, electrical installations, construction of tables and ceiling of a balaratory | Ongoing | 800,000.00 |
| 16 | St Benedict Kipsamoite secondary school | sangalo/kebulonik | 4-029-156-2630205-104-2018/2019-016 | Plumbing and gas system of a laboratory. | Ongoing | 1,000,000.00 |
| 17 | St brigita Girls High School | KIPKAREN | 4-029-156-2630205-104-2018/2019-017 | walling Cables, plastering, fittings of doors and windows, Floor screening and painting of a dining hall | Ongoing | 2,000,000.00 |
| 18 | St Charles Lwanga Chepkoiyo Secondary School | KABISAGA | 4-029-156-2630205-104-2018/2019-018 | plastering painting flooring fixing of window glasses ceiling and wiring of four classrooms | Ongoing | 800,000.00 |
| 19 | St Clement Secondary nyigoon | Ndalat | 4-029-156-2630205-104-2018/2019-019 | Construction of one classroom to completion | New | 800,000.00 |
| 20 | St Joseph Kapkenyeloi Secondary School | Chepterwai | 4-029-156-2630205-104-2018/2019-020 | Construction of three classrooms to completion | New | 2,400,000.00 |
| 21 | St mathews kormaet Secondary | KABISAGA | 4-029-156-2630205-104-2018/2019-021 | Construction of one classroom to completion | New | 800,000.00 |
| 22 | St Patrick's Chepnoet secondary | Ndalat | 4-029-156-2630205-104-2018/2019-022 | Construction of three classrooms to completion | New | 2,400,000.00 |
| 23 | st Peters Eisero girls school | KABISAGA | 4-029-156-2630205-104-2018/2019-023 | construction of a laboratory to completion | New | 3,000,000.00 |
| 24 | Stephen kositany Girls | Kabiyet | 4-029-156-2630205-104-2018/2019-024 | Walling , fixing of windows and doors and plastering of a dining hall | Ongoing | 1,000,000.00 |
|  | | | | | | 34,100,000.00 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…**2640507**………………………………..**

**Project Title: SECURITY PROJECTS**

**Sector: SECURITY**

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs.2, 900,000 ………. Date… …………

Amount allocated last financial year ……Nil……….

Amount allocated this financial year…2,900,000 ………

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | Kabiyet police station | KABIYET | 4-029-156-2640507-113-2018/2019-001 | Fixing of windows and doors plastering ceiling flooring of police offices | Ongoing | 1,300,000.00 |
| 2 | NGCDF Office | Constituency | 4-029-156-3110202-108-2018/2018/001 | Fencing of the front Face of NGCDF office | New | 600,000.00 |
|  | | | | | | 1,900,000.00 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…**AP1**………………………………..**

**Project Title:** Administration/Recurrent

**Sector:** ADMINISTRATION AND RECURRENT

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs.6, 198,112.92………. Date… …………

Amount allocated last financial year …Nil………….

Amount allocated this financial year…6,198,112.92………

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | Committee expenses | Constituency | 4-029-156-2210802-100-2018/2019-001 | Payment of committee allowances. | Ongoing | 1,400,000.00 |
| 2 | Employees expenditure | Constituency | 4-029-156-2110000-100-2018/2019-002 | Compensation of contractual , interns and casual employees expenditure and service gratuity for current and previous staff | Ongoing | 3,385,000.00 |
| 3 | Goods and services | Constituency | 4-029-156-2210000-100-2018/2019-003 | Purchase of stationery, fuel, repairs and maintenance, travel and subsistence, office refreshments | Ongoing | 1,339,672.92 |
| 4 | Nssf- employer contribution | Constituency | 4-029-156-2120101-100-2017/2018-004 | Employer contribution to the fund | Ongoing | 73,440.00 |
|  | | | | | | 6,198,112.92 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **NANDI** County: NANDI

**Project Number…** AP2**………………………………..**

**Project Title:** Monitoring and Evaluation/Capacity Building

**Sector:** Monitoring and Evaluation

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs.3, 099,056.46………. Date… …………

Amount allocated last financial year ……Nil……….

Amount allocated this financial year…3,099,056.46………

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | Goods and services | M&E | 4-029-156-2210000-111-2018/2019-003 | Purchase of stationery, fuel, repairs and maintenance, travel and subsistence | Ongoing | 599,056.46 |
| 2 | Cdfc/ pmc capacity building | M&E | 4-029-156-2210700-111-2018/2019-002 | Capacity and empowerment of ng-cdfcs, ngcdfc's staff, pmcs, and other relevant government stakeholders. benchmarking trip to best performing constituencies | Ongoing | 1,300,000.00 |
| 3 | Committee expenses | M&E | 4-029-156-2210802-111-2018/2019-001 | Payment of committee allowances and other projects managers. | Ongoing | 1,200,000.00 |
|  |  |  |  |  |  | 3,099,056.46 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…**2640510**………………………………..**

**Project Title:** Environment Activities

**Sector: ENVIROMENT**

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs. 1,100,000 ………. Date… …………

Amount allocated last financial year …Nil………….

Amount allocated this financial year…1,100,000 ………

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | Enviroment | constituency | 4-029-156-2640510-106-007-2018/2019-001 | Rain water harvesting in the following schools Tolilet primary, ACK Kolonget Primary,Chepkiyeb Primary, St Anthony Tulwet Primary, Kipkaren Township Primary, AIC Kabisaga Mission Primary, SDA Kapkeringon Primary, Panama SDA Primary School, St Mary's Kabisaga, Chepnego Primary School,Tabolwa Primary School. Kaplemur Primary and Chumek PRimary purchase of water tank and installation of solar water pump. | New | 1,100,000.00 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…**2640200**………………………………..**

**Project Title:** EMERGENCY

**Sector: OTHERS**

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs…..5,738,993.45 ………. Date… …………

Amount allocated last financial year …Nil………….

Amount allocated this financial year…5,738,993.45 ………

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | Emergency | Constituency | 4-029-156-2640200-101-2018/2019-001 | Cather for emergencies that may occur within the Constituency. | Ongoing | 5,738,993.45 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…**2640100**………………………………..**

**Project Title:** Bursary/ Social Security

**Sector:** EDUCATION

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs. 27,304,712.69………. Date… …………

Amount allocated last financial year …Nil………….

Amount allocated this financial year…27,304,712.69………

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | Bursary- secondary schools | constituency | 4-029-156-2640101-103-2017/2018-001 | Fees subsidy for needy orphans and less privilege secondary schools students from the constituency | Ongoing | 16,304,712.69 |
| 2 | Bursary- Tertiary institutions | constituency | 4-029-156-2640102-103-2018/2019-002 | Fees subsidy for needy orphans and less privileged colleges and university students from the constituency | Ongoing | 11,000,000.00 |
|  |  |  |  |  |  | 27,304,712.69 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….

*National Government Constituencies Development Fund*

**FOURTH SCHEDULE (s. 30)**

**PROJECT DISCRIPTION FORM**

Constituency No: 156 Constituency name  **MOSOP** County: NANDI

**Project Number…156/**2640200**………………………………..**

**Project Title:** SPORTS

**Sector:** OTHERS

Status of projects (Tick one)

New………………….Extension…………………….Ongoing…√…………….

Rehabilitation………………………………………………….

Brief Statement on progress at time of submission

Financial year under reference **1st July 2018 – 30th June 2019**

Original Cost Estimates, in Kshs. 1,100,000 ………. Date… …………

Amount allocated last financial year …nil………….

Amount allocated this financial year…1,100,000 ………

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|  | **PROJECT NAME** | **WARDS** | **GSF CODE** | **ACTIVITY** | **STATUS** | **AMOUNT( KSHS)** |
| 1 | Sports | Constituency | 4-029-156-2640509-112-2018/2019-001 | Finance sports activities in the constituency including a tournament, sponsor sporting activities in the constituency | New | 1,100,000.00 |
|  |  |  |  |  |  | 1,100,000.00 |

Signature: ……………………………………………… Date:……………………………..

Name:………………………………………………… Position: ………………………….