



August 26, 2025

MEMA  
Jana Henderson  
State Hazard Mitigation Officer  
1 MEMA Drive  
Pearl, Mississippi 39208

ATTN: Alex Hopkins

SUBJECT: FMA-PJ-04-MS-2022-008  
City of Bay St. Louis SWIFT (4035 Honshu Street  
and 3100 Roberson Road – Elevations)  
Budget Amendment #1


Dear Ms. Henderson:

Bay St. Louis is requesting a budget amendment to the above-mentioned grant. As part of this amendment request, the City of Bay St. Louis is seeking to revise the approved budget for the project to account for unforeseen expenses incurred during implementation. Specifically, we request to reallocate \$6,430.00 from the A&E Design Plans line item to the Relocation line item for 3100 Roberson Road to address the additional costs associated with temporarily relocating the homeowner during project activities. Additionally, we request to establish a new budget line titled Legal Fees to support reimbursement for legal services that have been, and continue to be, necessary for the administration and execution of this project. These adjustments will help ensure that all eligible costs are properly captured and that the project can move forward without financial or administrative disruption.

No change to the overall grant amount is being requested, and the City confirms that this adjustment will not impact the scope or quality of the mitigation work proposed. We respectfully request MEMA's approval to revise the budget accordingly to support these necessary adjustments.

Please let us know if any additional documentation or justification is needed to support this request.

Sincerely,

  
Michael J. Reso  
Chief Administrative Officer  
City of Bay St. Louis  
[mreso@baystlouis-ms.gov](mailto:mreso@baystlouis-ms.gov)

**Bay St. Louis**  
**FMA Swift Current**  
**FMA-PJ-04-MS-2022-008**

		Cost Estimate	Adjustment #1	
Property Address	Parish Budget Line Item	Approved Budget	Revision Request	Variance
3100 Roberson Road	Elevation Cost	\$ 195,730.00	\$ 180,730.00	\$ (15,000.00)
3100 Roberson Road	Homeowner Relocation	\$ 1,070.00	\$ 7,500.00	\$ 6,430.00
3100 Roberson Road	AOC Clerk of Court Recording Fee	\$ 85.00	\$ 85.00	\$ -
3100 Roberson Road	A&E Design Plans	\$ 15,658.00	\$ 9,228.00	\$ (6,430.00)
3100 Roberson Road	Contingency	\$ 5,872.00	\$ 5,872.00	\$ -
3100 Roberson Road	Construction Management	\$ 11,744.00	\$ 11,744.00	\$ -
3100 Roberson Road	ADD*** Legal Fees		\$ 15,000.00	\$ 15,000.00
3100 Roberson Road	Grants Management	\$ 11,508.00	\$ 11,508.00	\$ -
		\$ 241,667.00	\$ 241,667.00	\$ -
4035 Honshu Street	Elevation Cost	\$ 254,244.00	\$ 254,244.00	\$ -
4035 Honshu Street	Homeowner Relocation	\$ 1,070.00	\$ 1,070.00	\$ -
4035 Honshu Street	AOC Clerk of Court Recording Fee	\$ 85.00	\$ 85.00	\$ -
4035 Honshu Street	A&E Design Plans	\$ 20,340.00	\$ 20,340.00	\$ -
4035 Honshu Street	Contingency	\$ 7,628.00	\$ 7,628.00	\$ -
4035 Honshu Street	Construction Management	\$ 15,255.00	\$ 15,255.00	\$ -
4035 Honshu Street	Grants Management	\$ 14,931.00	\$ 14,931.00	\$ -
		\$ 313,553.00	\$ 313,553.00	\$ -
<b>Total</b>		<b>\$ 555,220.00</b>	<b>\$ 555,220.00</b>	<b>\$ -</b>