



City of Bay St. Louis
688 Highway 90
Bay St. Louis, MS 39520

August 27, 2025

Mississippi Emergency Management Agency
Attention: Mitigation Grant Programs
1 MEMA Drive
Pearl, MS 39208

RE: Reimbursement Request – Milestone 2, 3100 Roberson Road Structure Elevation
FMA-PJ-04-MS-2022-008

Dear Mitigation Program Team,

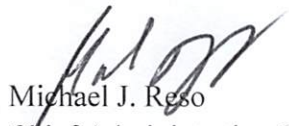
On behalf of the City of Bay St. Louis, we respectfully submit the enclosed Reimbursement Request Form (RRF No. 4) in the amount of \$42,441.25 for work completed under Milestone 2 of the structure elevation project located at 3100 Roberson Road. The contractor, Davie Shoring, Inc., has fulfilled the second milestone for this elevation project as outlined in the approved scope of work under the Flood Mitigation Assistance (FMA) Swift Current grant.

Tetra Tech, serving as the project management consultant for the City, has reviewed the invoice and all supporting documentation, including the signed Notice to Proceed, permit documentation, Elevation Certificate, engineering and design plans, and progress photos. Based on their review, Tetra Tech has formally recommended approval of the submitted payment to the contractor.

We request that MEMA process this reimbursement in accordance with the grant terms and forward the funds to the City for disbursement to the contractor.

Should you have any questions or require additional information, please contact me directly.

Sincerely,



Michael J. Resso
Chief Administrative Officer
City Clerk
City of Bay St. Louis
mreso@baystlouis-ms.gov
(228) 466-5457

Enclosures:

Reimbursement Request Form (RRF No. 4)
Contractor Invoice
Tetra Tech Approval Letter
Supporting Documentation (Progress Photos)

REQUEST FOR PAYMENT HAZARD MITIGATION ASSISTANCE PROGRAMS
Flood Mitigation Assistance, Hazard Mitigation Grant Program, Swift, BRIC Grant, LPDM

1. Payment Request No. 4 Disaster: FEMA- FMA 2022 -DR-MS; Fund/Proj. #: FMA-PJ-04-MS-2022-008

3. Type of Request: ☒ Partial ☐ Final 4. FIPS No. 2803980 Cost Share% 95.65%/4.35%

5. Name of Applicant: City of Bay St. Louis Telephone: (228) 466-5457
Address: 688 Highway 90, Bay St. Louis, MS 39520 E-mail: mreso@baystlouis-ms.gov

COMPUTATION OF AMOUNT REQUESTED

6. Federal Funding:

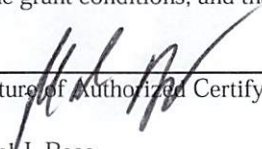
a. Total Amount Approved (100%)	\$ <u>555,220.00</u>
b. Federal Share (95.65% of total) Available	\$ <u>531,053.30</u>
c. Total Previous Payments	\$ <u>145,635.10</u>
d. Current Balance Available (b minus c)	\$ <u>385,418.20</u>
e. Amount of This Request (100%)	\$ <u>42,441.25</u>
f. Cumulative Payments (c plus e)	\$ <u>188,076.35</u>
g. Project Balance (b minus f)	\$ <u>342,976.95</u>

-----MEMA USE ONLY-----

Documented Cost \$	<u> </u>
Payment Request \$	<u> </u>
Approved Payment \$	<u> </u>
Project Balance \$	<u> </u>
Accounting Officer	<u> </u>
Date	<u> </u>

CERTIFICATION

7. I certify that to the best of my knowledge and belief the information submitted herein is correct and made in accordance with the grant conditions, and that payment requested herein is due and has not been previously paid.


(Signature of Authorized Certifying Official)

8/27/2025

Date

Michael J. Reso

Typed Name

Chief Administrative Officer

Title

8. I certify that the amount claimed on this voucher is correct and payment has not been disbursed.

Stephen C. McCraney, Governor's Authorized Representative

Date

-----FOR USE BY MEMA MITIGATION AND ADMINISTRATION & FINANCE BUREAU ONLY-----

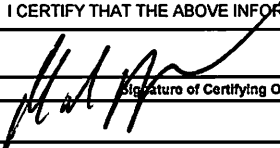
Reimbursement of amount below is approved based on review and verification of all required project documentation submitted by the Authorized Certifying Official.

Amount \$ Grants Director SHMO

Program /Fund Cost share Accounting Officer

COMMENTS:

**Hazard Mitigation Grant Program
Summary of Documentation in Support of Amount Claimed**

Applicant / Project Description				
City of Bay St. Louis FMA 2022 SWIFT - Elevation of 2 properties			Grant Name and Project Number:	
			FMA 22 SWIFT/FMA-PJ-04-MS-2022-008	
Project Summary of Financial Documentation: Vendor or Services Rendered	Date of Check or Invoice	Check or Warrant No.	Invoice No.	Amount
Davlo Shoring, Inc - Milestone 2 of 3100 Roberson Road	6/26/2025		3100R.M2	\$ 42,441.25
Total			\$	42,441.25
Federal Share (80% of Total)			\$	38,197.13
S I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM RECORDS, INVOICES, or OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.				
 Signature of Certifying Official		8/27/2025 Date		
COMMENTS:				

**MISSISSIPPI EMERGENCY MANAGEMENT AGENCY
REIMBURSEMENT REQUEST FORM (RRF) FOR HAZARD MITIGATION ASSISTANCE FUNDS
(INCLUDES ATTACHMENTS A - F)**

APPLICANT

City of Bay St. Louis, MS

FIPS #

2803980

DISASTER #

FMA-PJ-04-MS-2022

PROJECT # (F#)

8

ATTACHMENT	TOTAL AMOUNT REQUESTED (TO INCLUDE FEDERAL AND NON-FEDERAL)
A - FORCE ACCOUNT LABOR SUMMARY RECORDS	
B - FORCE ACCOUNT EQUIPMENT SUMMARY RECORDS	
C - RENTED EQUIPMENT SUMMARY RECORDS	
D - CONTRACT SUMMARY RECORDS	\$42,441.25
E - ADMINISTRATIVE FEES (1603 & 1607)	
F - SUB-RECIPIENT MANAGEMENT COST	
G - COASTAL PROTECTION & RESTORATION AUTHORITY COST	

GRAND TOTAL OF REQUEST
(TO INCLUDE FEDERAL AND NON-FEDERAL)

\$42,441.25

APPLICANT OR DESIGNATED AGENT'S SIGNATURE

Michael J. Reso
APPLICANT OR DESIGNATED AGENT'S PRINT NAME

DATE

08/27/2025

Contract Work Summary										
MISSISSIPPI EMERGENCY MANAGEMENT AGENCY ATTACHMENT E - CONTRACT WORK SUMMARY RECORD							PAGE	OF		
APPLICANT			FIPS NO.	DISASTER / GRANT		PROJECT NO. (FEMA)		RRF NO.	INVOICE ONLY	
City of Bay St. Louis, MS			2803980	FMA 2022 SWIFT		FMA-PJ-04-MS-2022-008		4	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF WORK PERFORMED										
Contractor Milestone 2										
HOMEOWNER	STRUCTURE ADDRESS	VENDOR	INVOICE #	INVOICE DATE	INVOICE TOTAL	AMOUNT REQUESTING	FEDERAL SHARE	NON-FEDERAL SHARE	TOTAL REQUESTED AMOUNT	COMMENTS
Perry and Tami Guy	3100 Roberson Road, Bay St. Louis, MS	Davie Shoring, Inc	3100R.M2	6/26/2025	\$42,441.25	\$42,441.25	\$38,197.13	\$4,244.13	\$42,441.25	Clearing work done, tunneling completed, structure in air, ready for new foundation.
Total					\$42,441.25	\$42,441.25	\$38,197.13	\$4,244.13	\$42,441.25	

BY SUBMITTING THIS FORM AND ATTACHED SUMMARY RECORDS (ATTACHMENTS A-E), I CERTIFY THAT ALL INFORMATION REPORTED IS COMPLETE AND ACCURATE. THIS CERTIFICATION INCLUDES THAT:

- THE OVERTIME AS DETAILED ON ATTACHMENT A DOES NOT CONTAIN ANY OF THE FOLLOWING, AND OTHERWISE CONFORMS TO THE STIPULATIONS OF THE FEMA INFORMATION SHEET #3, VERSION 4 dated 10/24/05: (1) INELIGIBLE WORK; (2) REST TIME; (3) MEALS; (4) BREAKS; and (5) ON-CALL TIME.
- THIS REQUEST INCLUDES ONLY ITEMS THAT WERE NOT REIMBURSED FROM OTHER SOURCES OF FUNDS (e.g., INSURANCE PROCEEDS, DONATIONS, AND OTHER FEDERAL FUNDS).



FFATA Reporting Form

Federal Funding Accountability and Transparency Act of 2006

1. Applicant: City of Bay St. Louis, MS	2. UEI#: GRTLUN1WF5F9
3. Registered in SAM <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Physical Address Associated with UEI#: Street: 688 Highway 90 City: Bay St. Louis State: MS 9-Digit ZIP Code: 39520 Country: United States	
5. Is your annual gross revenue made up 80% or more in federal contracts, sub-contracts, loans, grants, sub-grants and/or cooperative agreements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. Do you receive \$25,000 or more in annual gross revenue from federal contracts, sub-contracts, loans, grants, sub-grants, and/or cooperative agreements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7. Is salary information for all top management positional available to the public on SEC.gov? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. Does your county sub-award any grant funds received from MEMA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I, <u>Michael Reso</u> hereby certify to the best of my knowledge and belief that the report is true, complete, and accurate.	
Name: Michael J. Reso	
Agency/Organization: City of Bay St. Louis, MS	
Title: Chief Administrative Officer	
Phone: 228-466-5457	
Email: mreso@baystlouis-ms.gov	

For MEMA Office Use Only:

Grant Award Name _____ Grant Award ID# _____

Grant Award Amount _____ Date Obligated _____

MEMA Official Initials _____

Entered into FSRS.gov by _____ Date Entered _____

MEMA-FFATA 2023



Tetra Tech

Kimberly Ryals-Brooks
Sr. Hazard Mitigation Grant Specialist
Tetra Tech
Kim.ryalsbrooks@tetrattech.com
(225) 305-9233

August 27, 2025

City of Bay St. Louis

Attention: Michael J. Reso
688 Highway 90
Bay St. Louis, MS 39520

RE: Approval Recommendation – Reimbursement Request for 3100 Roberson Road Structure Elevation (FMA-PJ-04-MS-2022-008)

Dear Mr. Reso,

Tetra Tech has completed a thorough review of the payment invoice and associated backup documentation submitted for Milestone No. 2 of the 3100 Roberson Road Structure Elevation project. This includes verification of the contractor's invoice, executed contract, and photographic evidence of milestone completion.

Based on our review, all documentation is complete and consistent with the approved scope of work under the Flood Mitigation Assistance (FMA) Swift Current grant. We find the invoice amount of **\$42,441.25** submitted by Davie Shoring, Inc. to be accurate and in alignment with the contractual milestone payment schedule.

Accordingly, Tetra Tech recommends approval of the reimbursement request and disbursement of funds to Davie Shoring, Inc.

Please feel free to contact us if you have any questions or need further clarification.

Sincerely,

Kim RyalsBrooks

Kimberly Ryals-Brooks
Sr. Hazard Mitigation Grant Specialist
Tetra Tech
Kim.ryalsbrooks@tetrattech.com
(225) 305-9233

Tetra Tech

Tel +1.225.666.4599 | Cell +1.225.305.9233 | tetrattech.com



P.O. Box 489
Natalbany, LA 70451
(504) 464-4712

Invoice

Invoice #	Date
3100R.M2	6/26/2025

Bill To
MISS Bay St. Louis

Ship To
Tami & Perry Guy 3100 Roberson Rd. Bay St. Louis MS 39520

Project		Terms		Rep
3100 Roberson Rd. Bay St. Louis MS 39520				KH
Item	Description	Qty	Rate	Amount
DUP Lift	House Elevation according to contract	0.25	178,700.00	44,675.00
DUP Lift	Retainage	0.05	44,675.00	2,233.75
	MILESTONE 2 - ELEVATION: Tunneling completed, jacking and cribbing completed, structure is up in the air and ready for new foundation.			
			Total	\$42,441.25
<div>Make checks payable to: Davie Shoring, Inc.</div>			Payments/Credits	\$0.00
			Amount Due to Date	\$42,441.25







