



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

December 30, 2025

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

RE: Reimbursement Request – Tetra Tech Project Management  
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. 11) in the amount of \$50,932.50 for project management work completed on the FMA SWIFT grant project. The contractor, Tetra Tech Inc., has fulfilled project management tasks for this elevation project as outlined in the approved scope of work under the Flood Mitigation Assistance (FMA) Swift Current grant.

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. Reso  
Chief Administrative Officer  
City Clerk  
City of Bay St. Louis  
[mreso@baystlouis-ms.gov](mailto:mreso@baystlouis-ms.gov)  
(228) 466-5457

**Enclosures:**

Reimbursement Request Form (RRF No. 10)  
Contractor Invoice



# 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  
 Yes  
 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?  
 Yes  
 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?  
 Yes  
 No

7. Is salary information for all top management positional available to the public on SEC.gov?  
 Yes  
 No

8. Does your county sub-award any grant funds received from MEMA?  
 Yes  
 No

I, Michael Reso 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 \_\_\_\_\_





**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

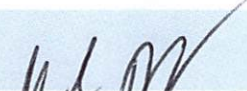
PROJECT # (F#)

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	\$50,932.50
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)

\$50,932.50



APPLICANT OR DESIGNATED AGENT'S SIGNATURE

Michael J. Reso

APPLICANT OR DESIGNATED AGENT'S PRINT NAME

12/30/2025

DATE

**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	11	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DESCRIPTION OF WORK PERFORMED										
Project Management										
HOMEOWNER	STRUCTURE ADDRESS	VENDOR	INVOICE #	INVOICE DATE	INVOICE TOTAL	AMOUNT REQUESTING	FEDERAL SHARE	NON-FEDERAL SHARE	TOTAL REQUESTED AMOUNT	COMMENTS
HOMEOWNER	STRUCTURE ADDRESS	VENDOR	INVOICE #	INVOICE DATE	INVOICE TOTAL	AMOUNT REQUESTING	FEDERAL SHARE	NON-FEDERAL SHARE	TOTAL REQUESTED	COMMENTS
		Tetra Tech Inc.	5258060	12/23/2025	\$50,932.50	\$50,932.50	\$48,716.94	\$2,215.56	\$50,932.50	Retainage
<b>Total</b>					<b>\$50,932.50</b>	<b>\$50,932.50</b>	<b>\$48,716.94</b>	<b>\$2,215.56</b>	<b>\$50,932.50</b>	



Tetra Tech Inc.  
 2301 Lucien Way  
 Suite 120  
 Maitland, FL 32751  
 (321)-441-8500

Bill To:  
 ATTN:

CITY OF BAY ST LOUIS  
 ACCOUNTS PAYABLE  
 688 HIGHWAY 90  
 BAY SAINT LOUIS, MS 39520

INVOICE NUMBER: 52528060  
 INVOICE DATE: 12/23/2025  
 FEDERAL TAX ID#: 95-4148514  
 BILLING PERIOD: 4/21/25 - 11/28/25  
 PAYMENT TERMS: NET 30

PROFESSIONAL SERVICES: 1055052508 City of Bay St. Louis MS HMGP

Labor	Hours	Rate	Amount
Billing Title			
Project Manager	231.50	185.00 \$	42,827.50
Consultant III	48.50	145.00 \$	7,032.50
Sr. Program and Admin Support	9.75	110.00 \$	1,072.50
<b>Labor Total</b>	<b>289.75</b>		<b>\$ 50,932.50</b>
<b>Grand Total</b>			<b>\$ 50,932.50</b>
<b>TOTAL AMOUNT DUE THIS INVOICE:</b>			<b>\$ 50,932.50</b>

Net Contract Summary	
Contract Amount NTE	\$ 53,438.00
Previously Billed	\$ -
Current Billing	\$ 50,932.50
Total Billed to Date	\$ 50,932.50
Contract Balance Remaining	\$ 2,505.50

REMIT PAYMENT TO:

Wells Fargo Bank  
 420 Montgomery Street  
 San Francisco, CA 94104  
 Account Name: Tetra Tech, Inc.  
 Account No.: 4133160325  
 Routing No.: 121000248  
 OR

Tetra Tech Inc.  
 PO BOX 200191  
 DALLAS, TX 75320-0191

To ensure accurate posting, please note the invoice number on your check. Interest will be charged on all past-due amounts per contract terms and conditions.



INVOICE NUMBER: 52528060  
INVOICE DATE: 12/23/2025  
FEDERAL TAX ID#: 95-4148514  
BILLING PERIOD: 4/21/25 - 11/28/25

PROFESSIONAL SERVICES: 105S052508 City of Bay St. Louis MS HMGP

---

Billing Title	Emp Name	Hours	Rate	Amount
Project Manager	Ryals-Brooks, Kimberly (Kim)	231.50	\$ 185.00	\$ 42,827.50
<b>Project Manager Total</b>		<b>231.50</b>	<b>\$ 185.00</b>	<b>\$ 42,827.50</b>
Consultant III	Banales, Nancy (Nancy)	28.00	\$ 145.00	\$ 4,060.00
Consultant III	Cucino, Joseph (Joe)	8.00	\$ 145.00	\$ 1,160.00
Consultant III	Persaud, Ann Rebecca (Ann)	4.00	\$ 145.00	\$ 580.00
Consultant III	Spahn, Kamille Caryn (Kami)	0.50	\$ 145.00	\$ 72.50
Consultant III	Wentz, Alyssa (Alyssa)	8.00	\$ 145.00	\$ 1,160.00
<b>Consultant III Total</b>		<b>48.50</b>	<b>\$ 145.00</b>	<b>\$ 7,032.50</b>
Sr. Program and Admin Support	Kabir, Faizul (Faizul)	9.75	\$ 110.00	\$ 1,072.50
<b>Sr. Program and Admin Support Total</b>		<b>9.75</b>	<b>\$ 110.00</b>	<b>\$ 1,072.50</b>
<b>Grand Total</b>		<b>289.75</b>	<b>185</b>	<b>\$ 50,932.50</b>



PROFESSIONAL SERVICES: 1054025100 City of Bay St. Louis MS #600

INVOICE NUMBER: 5252060  
 INVOICE DATE: 12/31/2025  
 FEDERAL TAX ID#: 95-4148514  
 BILLING PERIOD: 4/7/25 - 11/28/25

Project Name	Item Date	Task Name	Task Name	PLC	Billing Title	Emp Name	Hours	Rate	Amount	Comments
1054025100	9/8/2025	3100 CM	CM 3100 Robertson Rd	105-5008	Consultant III	Banahes, Nancy (Nancy)	1.00	\$145.00	\$145.00	Weekly Meeting with the City, Project Updates
1054025100	9/29/2025	3100 CM	CM 3100 Robertson Rd	105-5008	Consultant III	Banahes, Nancy (Nancy)	1.00	\$145.00	\$145.00	Weekly Meeting with the City, Project Updates
1054025100	10/6/2025	3100 CM	CM 3100 Robertson Rd	105-5008	Consultant III	Banahes, Nancy (Nancy)	1.00	\$145.00	\$145.00	Weekly Meeting with the City, Project Updates
1054025100	8/75/2025	3100 GM	GM 3100 Robertson Rd	105-5008	Consultant III	Banahes, Nancy (Nancy)	4.00	\$145.00	\$580.00	Assisted homeowners with reimbursement applications
1054025100	9/3/2025	3100 GM	GM 3100 Robertson Rd	105-5008	Consultant III	Banahes, Nancy (Nancy)	3.00	\$145.00	\$435.00	Assisted homeowners with reimbursement applications
1054025100	8/23/2025	3100 GM	GM 3100 Robertson Rd	105-5008	Consultant III	Banahes, Nancy (Nancy)	1.00	\$145.00	\$145.00	Weekly Meeting with the City, Project Updates
1054025100	9/15/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Banahes, Nancy (Nancy)	1.00	\$145.00	\$145.00	Weekly Meeting with the City, Project Updates
1054025100	10/13/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Banahes, Nancy (Nancy)	1.00	\$145.00	\$145.00	Weekly Meeting with the City, Project Updates
1054025100	10/20/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Banahes, Nancy (Nancy)	1.00	\$145.00	\$145.00	Weekly Meeting with the City, Project Updates
1054025100	8/11/2025	4035 GM	GM 4035 Honahu St	105-5008	Consultant III	Banahes, Nancy (Nancy)	8.00	\$145.00	\$1,160.00	Assisted homeowners with reimbursement applications
1054025100	8/25/2025	4035 GM	GM 4035 Honahu St	105-5008	Consultant III	Banahes, Nancy (Nancy)	4.00	\$145.00	\$580.00	Assisted homeowners with reimbursement applications
1054025100	9/2/2025	4035 GM	GM 4035 Honahu St	105-5008	Consultant III	Banahes, Nancy (Nancy)	2.00	\$145.00	\$290.00	Assisted homeowners with reimbursement applications
1054025100	10/14/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Quincy, Joseph (Joe)	8.00	\$145.00	\$1,160.00	Provided closeout review tool support
1054025100	10/15/2025	3100 GM	GM 3100 Robertson Rd	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	0.25	\$110.00	\$27.50	Project Financial Management
1054025100	10/16/2025	3100 GM	GM 3100 Robertson Rd	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	1.00	\$110.00	\$110.00	Project Financial Management
1054025100	11/11/2025	3100 GM	GM 3100 Robertson Rd	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	1.50	\$110.00	\$165.00	Project Financial Management
1054025100	9/22/2025	4035 CM	CM 4035 Honahu St	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	1.00	\$110.00	\$110.00	Project Financial Management
1054025100	9/25/2025	4035 CM	CM 4035 Honahu St	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	0.50	\$110.00	\$55.00	Project Financial Management
1054025100	4/25/2025	4035 GM	GM 4035 Honahu St	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	3.00	\$110.00	\$330.00	Project Financial Management
1054025100	8/11/2025	4035 GM	GM 4035 Honahu St	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	1.00	\$110.00	\$110.00	Project Financial Management
1054025100	8/23/2025	4035 GM	GM 4035 Honahu St	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	0.50	\$110.00	\$55.00	Project Financial Management
1054025100	10/14/2025	4035 GM	GM 4035 Honahu St	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	0.50	\$110.00	\$55.00	Project Financial Management
1054025100	11/14/2025	4035 GM	GM 4035 Honahu St	105-5009	Sr. Program and Admin Support	Fabru, Faouf (Faouf)	0.50	\$110.00	\$55.00	Project Financial Management
1054025100	1/26/2025	3100 GM	GM 3100 Robertson Rd	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	1.00	\$145.00	\$145.00	Project Financial Management
1054025100	11/13/2025	3100 GM	GM 3100 Robertson Rd	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	0.25	\$145.00	\$36.25	Provided Program Management and QMOC support
1054025100	11/20/2025	3100 GM	GM 3100 Robertson Rd	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	0.50	\$145.00	\$72.50	Provided Program Management and QMOC support
1054025100	9/22/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	1.00	\$145.00	\$145.00	Provided Program Management and QMOC support
1054025100	11/25/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	0.25	\$145.00	\$36.25	Provided Program Management and QMOC support
1054025100	11/11/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	0.25	\$145.00	\$36.25	Provided Program Management and QMOC support
1054025100	11/18/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	0.50	\$145.00	\$72.50	Provided Program Management and QMOC support
1054025100	11/24/2025	4035 CM	CM 4035 Honahu St	105-5008	Consultant III	Perraud, Ann Rebecca (Ann)	0.25	\$145.00	\$36.25	Provided Program Management and QMOC support
1054025100	3/5/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	4.00	\$185.00	\$740.00	Weekly Meeting with the City, worked on reimbursement packages
1054025100	5/29/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	1.00	\$185.00	\$185.00	Addressed Milestone inspection request and design plan updates
1054025100	6/2/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	3.00	\$185.00	\$555.00	Worked on MTP and review of deliverables
1054025100	6/4/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	3.00	\$185.00	\$555.00	Issued MTP for 3100 Robertson. Had all required documentation to start project
1054025100		3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	8.00	\$185.00	\$1,480.00	Meeting with homeowner on re-issuance assistance, meeting with building official ahead of inspection scheduled for 8/14. Final review of Milestone 3 inspection, spoke with contractor on inspection expectations and review mid-EC
1054025100	8/14/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	4.00	\$185.00	\$740.00	Milestone inspection, invoice review, and reimbursement reconciliation
1054025100	8/15/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	4.00	\$185.00	\$740.00	Invoice review and reimbursement package preparation
1054025100	8/20/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	3.00	\$185.00	\$555.00	Worked on reimbursements and milestones for 3100 Robertson Rd
1054025100	8/27/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	3.00	\$185.00	\$555.00	Call with contractor for 3100 Robertson due to delays for electrical. Worked homeowner and met with city building official
1054025100	9/5/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	OCC on all documents before submitting to State
1054025100	9/8/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	BSI meeting, worked on 3100 Robertson reimbursements
1054025100	10/9/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	5.00	\$185.00	\$925.00	Milestone 4 site visit and inspection
1054025100	10/16/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	Call with contractor to discuss re-issuance, set up for Milestone 4 inspection, and closeout
1054025100	10/20/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	Coordinated with homeowner regarding construction concerns; Conducted site visit; Worked directly with contractor to identify damage and ensure corrective action
1054025100	11/7/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	1.00	\$185.00	\$185.00	Developed Quarterly Report
1054025100	11/11/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	6.00	\$185.00	\$1,110.00	Milestone 4 site visit, inspection, and documentation
1054025100	11/13/2025	3100 CM	CM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	Milestone 4 site visit, inspection, and documentation
1054025100	5/11/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	Worked on reimbursement application with MEWA and BSL
1054025100	5/14/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	Worked on reimbursement requests and contract task order items
1054025100	6/3/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.50	\$185.00	\$462.50	Worked on reimbursement application
1054025100	8/13/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	4.00	\$185.00	\$740.00	Prepared reimbursement package for 3100 Robertson Rd
1054025100	8/18/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	5.00	\$185.00	\$925.00	Worked on reimbursements for 3100 Robertson Rd
1054025100	8/22/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	4.00	\$185.00	\$740.00	Finalized amendment for BSL review and submitted to MEWA. Finalized reimbursement applications for properties
1054025100	8/25/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	4.00	\$185.00	\$740.00	Completed reimbursement packages and sent to client for review and submitted to MEWA for 3100 Robertson Rd
1054025100	8/26/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	1.00	\$185.00	\$185.00	Worked on monthly updates, reimbursement packages, and quarterly reports for 3100 Robertson Rd
1054025100	8/28/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	1.00	\$185.00	\$185.00	Worked on reimbursement and reimbursements for 3100 Robertson
1054025100	9/9/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	1.00	\$185.00	\$185.00	Worked on 3100 Robertson reimbursements
1054025100	10/17/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	Set up closeout inspection, review and closeout checklist, final reimbursements submitted
1054025100	10/20/2025	3100 GM	GM 3100 Robertson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	\$185.00	\$370.00	Meeting with MEWA on amendment

