



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

May 14, 2025

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

RE: Reimbursement Request – Milestone 2, 4035 Honshu Street 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. 2) in the amount of \$51,596.88 for work completed under Milestone 2 of the structure elevation project located at 4035 Honshu Street. The contractor, Kane Construction, LLC, 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 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. 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. 2)  
Contractor Invoice  
Tetra Tech Approval Letter  
Supporting Documentation (Progress Photos)



**Tetra Tech**

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

May 14, 2025

**City of Bay St. Louis**

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

RE: Approval Recommendation – Reimbursement Request for 4035 Honshu Street 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 4035 Honshu Street Structure Elevation project. This includes verification of the contractor's invoice, ensuring that clearing work, tunneling, jacking and cribbing have been completed, that the structure is in the air and ready for the new foundation as well as and photographic evidence of the actions mentioned.

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 **\$51,596.88** submitted by Kane Construction, LLC 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 Kane Construction, LLC.

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

Sincerely,

A handwritten signature in black ink that reads 'Kim RyalsBrooks'.

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

**Tetra Tech**

Tel +1.225.666.4599 | Cell +1.225.305.9233 | [tetrattech.com](http://tetrattech.com)

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

1. Payment Request No. 2 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](mailto:mreso@baystlouis-ms.gov)

**COMPUTATION OF AMOUNT REQUESTED**

## 6. Federal Funding:

|  |                      |
|--|----------------------|
| a. Total Amount Approved (100%)              | \$ <u>555,220</u>    |
| b. Federal Share (95.65% of total) Available | \$ <u>531,053.30</u> |
| c. Total Previous Payments                   | \$ <u>51,596.88</u>  |
| d. Current Balance Available (b minus c)     | \$ <u>479,456.42</u> |
| e. Amount of This Request (100%)             | \$ <u>51,596.88</u>  |
| f. Cumulative Payments (c plus e)            | \$ <u>103,193.76</u> |
| g. Project Balance (b minus f)               | \$ <u>427,859.54</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.

|   |                                     |
|---|-------------------------------------|
| <u>5/14/2025</u>                              |                                     |
| (Signature of Authorized Certifying Official) | Date                                |
| <u>Michael J. Reso</u>                        | <u>Chief Administrative Officer</u> |
| Typed Name                                    | Title                               |

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

|  |         |
|--|---------|
| <u>Stephen C. McCraney, Governor's Authorized Representative</u> | <u></u> |
|  | 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        | \$ <u></u> | Grants Director | <u></u> | SHMO               | <u></u> |
| Program /Fund | <u></u>    | Cost share      | <u></u> | Accounting Officer | <u></u> |

**COMMENTS:**

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

|  |                             |                         |                                    |               |
|--|-----------------------------|-------------------------|------------------------------------|---------------|
| <b>Applicant / Project Description</b>   |                             |                         |                                    |               |
| City of Bay St. Louis<br>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:<br>Vendor or Services Rendered   | Date of Check<br>or Invoice | Check or<br>Warrant No. | Invoice No.                        | Amount        |
| Kane Construction, LLC - Milestone 1 of 4035 Honshu Street   | 3/26/2025                   |                         | 1                                  | \$ 51,596.88  |
| Kane Construction, LLC - Milestone 2 of 4035 Honshu Street   | 5/1/2025                    |                         | 2                                  | \$ 51,596.88  |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
|  |                             |                         | Total                              | \$ 103,193.76 |
|  |                             |                         | Federal Share (100% of Total)      | \$ 103,193.76 |
| I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM RECORDS, INVOICES, or OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT. |                             |                         |                                    |               |
|  |                             |                         |                                    |               |
| _____<br>Signature of Certifying Official  |                             | 5/14/2025<br>Date       |                                    |               |
|  |                             |                         |                                    |               |
| <b>COMMENTS:</b>   |                             |                         |                                    |               |
|  |                             |                         |                                    |               |

**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<br>(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                        | \$51,596.88  |
| 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)

\$51,596.88

APPLICANT OR DESIGNATED AGENT'S SIGNATURE

Michael J. Reso

APPLICANT OR DESIGNATED AGENT'S PRINT NAME

05/14/2025

DATE

### Contract Work Summary

| MISSISSIPPI EMERGENCY MANAGEMENT AGENCY<br>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 |                   | 2             | <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  |
| HOMEOWNER  | STRUCTURE ADDRESS                        | VENDOR                | INVOICE #        | INVOICE DATE | INVOICE TOTAL         | AMOUNT REQUESTING | FEDERAL SHARE | NON-FEDERAL SHARE   | TOTAL REQUESTED        | COMMENTS  |
| April Byrd   | 4035 Honshu Street,<br>Bay St. Louis, MS | Kane Construction LLC | 2                | 5/1/2025     | \$51,596.88           | \$51,596.88       | \$51,596.88   | .   | \$51,596.88            | Clearing work is complete, tunneling completed, jacking and cribbing have been completed, structure is in air ready for new foundation. |
|  |  |                       |                  |              |                       |                   |               |   |                        |   |
|  |  |                       |                  |              |                       |                   |               |   |                        |   |
| Total  |  |                       |                  |              | \$51,596.88           | \$51,596.88       | \$51,596.88   | \$0.00  | \$51,596.88            |   |

Kane Construction, L.L.C.  
804 Highway 90  
Bay St. Louis, MS 39520



**May 13, 2025, Rev 1**

Tetra Tech  
Attn: Kimberly Brooks, CFM

Project Name: 4035 Honshu Street Structure Elevation  
Project Location: 4035 Honshu Street, Bay St. Louis, MS 39520  
Grant Number: FMA-PJ-04-MS-2022-008  
Grant Name: Flood Mitigation Assistance (FMA) Swift Current

Reference: 4035 Honshu Street, Bay St. Louis, MS – Project Milestone / Pay Application No. 2 Back-Up Information, Rev 1

The following information is enclosed for back-up purposes as required to satisfy the milestone requirements established in the City of Bay St. Louis Hazard Mitigation Assistance Grants Milestone Inspection Form for acceptance of payment in regards to Milestone No 2.

- Milestone No. 2 Application for Payment Dated May 2, 2025 (\$54,312.50)
- Milestone No. 2 Schedule of Values
- Hazard Mitigation Assistance Grants Milestone Inspection Form Project Milestone Executed May 2, 2025
- Photos Depicting Completion of Project Milestone No 2

Please contact Sanders Kane at (228) 547-5443 or via email at [sbkane99@gmail.com](mailto:sbkane99@gmail.com) if you require any assistance or further information.

Kane Construction, LLC  
MS License No. 22021-MC  
Building Construction / Municipal and Public Works Construction




# APPLICATION AND CERTIFICATE FOR PAYMENT

To: Ms. April G. Byrd  
From: Kane Construction LLC  
Application No.: 002  
Date: 5/2/2025

Project Name: 4035 Honshu Street Structure Elevation  
Project Location: 4035 Honshu Street, Bay. St. Louis, MS 39520  
Grant Number: FMA-PJ-04-MS-2022-008  
Grant Name: Flood Mitigation Assistance (FMA) Swift Current

## Application for Payment

|                                     |    |            |
|-------------------------------------|----|------------|
| 1) Original Contract Sum:           | \$ | 217,250.00 |
| 2) Net Change by Change Orders:     | \$ | -          |
| 3) Contract Sum To Date:            | \$ | 217,250.00 |
| 4) Total Completed & Stored to Date | \$ | 108,625.00 |
| <hr/>                               |    |            |
| 5) Retainage (5%)                   | \$ | 5,431.25   |
| 6) Total Less Retainage             | \$ | 103,193.75 |
| 7) Less Previous Payments           | \$ | -          |
| 8) Current Payment Due              | \$ | 103,193.75 |
| 9) Balance to Finish                | \$ | 114,056.25 |

 May 2, 2025  
Contractor Certification for Payment  
Sanders Kane

Home Owner: Ms. April G. Byrd  
Project Name: 4035 Honshu Street Structure Elevation  
Project Location: 4035 Hunshu Street, Bay St. Louis, Mississippi 39520  
Grant Number: FMA-PJ-04-MS-2022-008  
Grant Name: Flood Mitigation Assistance (FMA) Swift Current

Invoice No. 2 - Schedule of Values  
1-May-25

| Pay Item    |                                     | Schedule of Values |                                 |                               |                    |                            |               |                  |                   |
|-------------|-------------------------------------|--------------------|---------------------------------|-------------------------------|--------------------|----------------------------|---------------|------------------|-------------------|
| Item No     | Description                         | Contract Amount    | Unit % Complete Previous Period | Cost Complete Previous Period | Unit % This Period | Costs Complete This Period | Total To Date | Total % Complete | Balance to Finish |
| 1           | Permit and Notice to Proceed (25%): | \$ 54,312.50       | 100%                            | \$ 54,312.50                  | 0%                 | \$ -                       | \$ 54,312.50  | 100%             | \$ -              |
| 2           | Foundation (25%):                   | \$ 54,312.50       | 0%                              | \$ -                          | 100%               | \$ 54,312.50               | \$ 54,312.50  | 100%             | \$ -              |
| 3           | Pilings/piers (25%):                | \$ 54,312.50       | 0%                              | \$ -                          | 0%                 | \$ -                       | \$ -          | 0%               | \$ 54,312.50      |
| 4           | Final Completion (25%):             | \$ 54,312.50       | 0%                              | \$ -                          | 0%                 | \$ -                       | \$ -          | 0%               | \$ 54,312.50      |
| Total Costs |                                     | \$ 217,250.00      | 25%                             | \$ 54,312.50                  | 25%                | \$ 54,312.50               | 108,625.00    | 50%              | \$ 108,625.00     |

## Hazard Mitigation Assistance Grants Milestone Inspection Form

Homeowner Name(s): Ms. April Byrd  
Address: 4035 Henshaw ST  
City, State, Zip: Bay St. Louis, MS 39520  
Phone Number: (504) 508-1571



*My signature below indicates my satisfaction with work complete to date.*

### PROJECT MILESTONES

**1. Permit and Notice to Proceed (25%):** Submit A&E drawings, obtain pre-construction Elevation Certificate, City building permits, Notice to Proceed (fully/executed), and specification for lift, if applicable

Kim Ryals Brooks  
INSPECTOR SIGNATURE  
April G Byrd  
HOMEOWNER SIGNATURE

3/28/2025  
DATE  
3/26/25  
DATE

**2. Foundation (25%):** Clearing work has been completed, tunneling completed, jacking and cribbing completed, structure is in air ready for new foundation. (Foundation layout must be completed prior to signoff of Milestone 2).

R. L. C. CM  
INSPECTOR SIGNATURE  
April G Byrd  
HOMEOWNER SIGNATURE

5/2/25  
DATE  
5/1/25  
DATE

**3. Pilings/piers (25%):** Piers and/or Post columns are built and structure is set on new piers and/or post columns. New foundation is complete and structure is assumed to be at the new elevation height required. (Updated EC must be presented at Milestone 3 Inspection).

\_\_\_\_\_  
INSPECTOR SIGNATURE  
\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE

**4. Final Completion (25%):** Completion of all work, all utilities are connected, removal of all equipment, final site clean-up, Certificate of Completion/Occupancy, and Final EC have been obtained and submitted to City. Verifying that the elevation of structure meets or exceeds the required height (BFE/ABFE+2).

\_\_\_\_\_  
INSPECTOR SIGNATURE  
\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE

**Kane Construction, L.L.C.**  
**804 Highway 90**  
**Bay St. Louis, MS 39520**



**May 2, 2025**

**Tetra Tech**  
**Attn: Kimberly Brooks, CFM**

**Project Name:** 4035 Honshu Street Structure Elevation  
**Project Location:** 4035 Honshu Street, Bay St. Louis, MS 39520  
**Grant Number:** FMA-PJ-04-MS-2022-008  
**Grant Name:** Flood Mitigation Assistance (FMA) Swift Current

**Reference: 4035 Honshu Street, Bay St. Louis, MS – Project Milestone No. 2 Progress Photos**

**Kane Construction is providing photos depicting conformance with Project Milestone No. 2 completion requirements for payment purposes.**

**Please review and let us know if you have any questions.**

**Kane Construction, LLC**  
**MS License No. 22021-MC**  
**Building Construction / Municipal and Public Works Construction**















































