



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
(228) 466-5457

Enclosures:

Reimbursement Request Form (RRF No. 2)
Contractor Invoice
Tetra Tech Approval Letter
Supporting Documentation (Progress Photos)