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

July 14, 2026

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

RE: Reimbursement Request – Tetra Tech Project and Construction 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. 13) in the amount of $2,455.00 for project and construction management work completed on the FMA SWIFT grant project. The contractor, Tetra Tech Inc., has fulfilled project management and per parcel 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. Favre
Mayor
City of Bay St. Louis
mfavre@baystlouis-ms.gov
(228) 466-8951

Enclosures:
Reimbursement Request Forms (RRF No. 13)
Contractor Invoice

REQUEST FOR PAYMENT HAZARD MITIGATION ASSISTANCE PROGRAMS

Flood Mitigation Assistance, Hazard Mitigation Grant Program, Swift, BRIC Grant, LPDM

1. Payment Request No. 13 Disaster: FEMA- FMA 22 -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: mfavre@baystlouis-ms.gov

COMPUTATION OF AMOUNT REQUESTED

6. Federal Funding:

a. Total Amount Approved (100%)	$	555,220.00
b. Federal Share (75% of total) Available	$	531,053.30
c. Total Previous Payments	$	433,546.96
d. Current Balance Available (b minus c)	$	97,506.34
e. Amount of This Request (75%)	$	2,455.00
f. Cumulative Payments (c plus e)	$	436,001.96
g. Project Balance (b minus f)	$	95,051.34

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

Documented Cost $	
Payment Request $	
Approved Payment $	
Project Balance $	
Accounting Officer	
Date	

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) 7/14/2026 Date

Michael J. Favre Mayor

Typed Name 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
Tetra Tech Inc. Project and Construction Management	7/14/2026		52614118	$ 2,455.00
			Total	$ 2,455.00
S			Federal Share (95.65% of Total)	$ 2,348.21

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM RECORDS, INVOICES, or OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

Signature of Certifying Official

7/14/2026
Date

COMMENTS:

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

APPLICANT	FIPS #
City of Bay St. Louis, MS	2803980
DISASTER #	PROJECT # (F#)
FMA-PJ-04-MS-2022	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	$2,455.00
E - ADMINISTRAVTIVE FEES (1603 & 1607)	
F - SUB-RECIPIENT MANAGEMENT COST	
G - COASTAL PROTECTION & RESTORATION AUTHORITY COST	

GRAND TOTAL OF REQUEST (TO INCLUDE FEDERAL AND NON-FEDERAL): $2,455.00

APPLICANT OR DESIGNATED AGENT'S SIGNATURE

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

07/14/2026
DATE

Contract Work Summary

MISSISSIPPI EMERGENCY MANAGEMENT AGENCY
ATTACHMENT E - CONTRACT WORK SUMMARY RECORD

APPLICANT	FIPS NO.	DISASTER / GRANT	PAGE	PROJECT NO. (FEMA)	OF	RRF NO.	INVOICE ONLY
City of Bay St. Louis, MS	2803980	FMA 2022 SWIFT		FMA-PJ-04-MS-2022-008		13	☑ YES ☐ NO

DESCRIPTION OF WORK PERFORMED
Project and Construction 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.	52614118	7/14/2026	$2,455.00	$2,455.00	$2,348.21	$106.79	$2,455.00	PM and CM
Total					**$2,455.00**	**$2,455.00**	**$2,348.21**	**$106.79**	**$2,455.00**	

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

Bill To:	CITY OF BAY ST LOUIS	INVOICE NUMBER:	52614118
ATTN:	ACCOUNTS PAYABLE	INVOICE DATE:	7/14/2026
	688 HIGHWAY 90	FEDERAL TAX ID#:	95-4148514
	BAY SAINT LOUIS, MS 39520	BILLING PERIOD:	11/29/25 - 6/30/26
		PAYMENT TERMS:	NET 30

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

Labor				
Billing Title	**Hours**	**Rate**		**Amount**
Project Manager	5.00	185.00	$	925.00
Consultant III	6.00	145.00	$	870.00
Sr. Program and Admin Support	6.00	110.00	$	660.00
Labor Total	**17.00**		**$**	**2,455.00**
Grand Total			**$**	**2,455.00**
	TOTAL AMOUNT DUE THIS INVOICE:		**$**	**2,455.00**

Net Contract Summary		
Contract Amount NTE	$	53,438.00
Previously Billed	$	50,932.50
Current Billing	$	2,455.00
Total Billed to Date	$	53,387.50
Contract Balance Remaining	**$**	**50.50**

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:	52614118
INVOICE DATE:	7/14/2026
FEDERAL TAX ID#:	95-4148514
BILLING PERIOD:	11/29/25 - 6/30/26

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

Billing Title	Emp Name	Hours		Rate		Amount
Project Manager	Ryals-Brooks, Kimberly (Kim)	5.00	$	185.00	$	925.00
Project Manager Total		**5.00**	**$**	**185.00**	**$**	**925.00**
Consultant III	Persaud, Ann Rebecca (Ann)	6.00	$	145.00	$	870.00
Consultant III Total		**6.00**	**$**	**145.00**	**$**	**870.00**
Sr. Program and Admin Support	Kabir, Faizul (Faizul)	6.00	$	110.00	$	660.00
Sr. Program and Admin Support Total		**6.00**	**$**	**110.00**	**$**	**660.00**
Grand Total		**17.00**	**$**	**185.00**	**$**	**2,455.00**

INVOICE NUMBER: 52614118
INVOICE DATE: 7/14/2026
FEDERAL TAX ID#: 95-4148514
BILLING PERIOD: 11/29/25 - 6/30/26

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

Project Num	Item Date	Task Num	Task Name	PLC	Billing Title	Emp Name	Hours	Rate	Amount	Comments
1055052508	12/1/2025	4035 CM	CM 4035 Honshu St.	105-5009	Sr. Program and Admin Support	Kabir, Faizul (Faizul)	1.00	$110.00	$110.00	Project Management
1055052508	12/23/2025	4035 CM	CM 4035 Honshu St.	105-5009	Sr. Program and Admin Support	Kabir, Faizul (Faizul)	2.00	$110.00	$220.00	Reclassed all previous hours to the new tasks
1055052508	1/23/2026	4035 CM	CM 4035 Honshu St.	105-5009	Sr. Program and Admin Support	Kabir, Faizul (Faizul)	0.50	$110.00	$55.00	Provided invoice draft to Ann
1055052508	12/1/2025	4035 GM	GM 4035 Honshu St.	105-5009	Sr. Program and Admin Support	Kabir, Faizul (Faizul)	0.50	$110.00	$55.00	Project Management
1055052508	12/26/2025	4035 GM	GM 4035 Honshu St.	105-5009	Sr. Program and Admin Support	Kabir, Faizul (Faizul)	2.00	$110.00	$220.00	Drafting and finalizing invoice
1055052508	12/2/2025	3100 CM	CM 3100 Roberson Rd	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	0.25	$145.00	$36.25	Project Management Support
1055052508	12/22/2025	3100 CM	CM 3100 Roberson Rd	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	0.25	$145.00	$36.25	Program Financial Management; QAQC
1055052508	12/24/2025	3100 CM	CM 3100 Roberson Rd	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	0.75	$145.00	$108.75	Program Financial Management; QAQC
1055052508	12/3/2025	3100 GM	GM 3100 Roberson Rd	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	0.50	$145.00	$72.50	Project Management Support
1055052508	12/4/2025	4035 CM	CM 4035 Honshu St.	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	0.50	$145.00	$72.50	Project Management Support
1055052508	12/10/2025	4035 CM	CM 4035 Honshu St.	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	0.25	$145.00	$36.25	Project Management Support
1055052508	12/18/2025	4035 CM	CM 4035 Honshu St.	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	2.00	$145.00	$290.00	Project Management Support
1055052508	12/19/2025	4035 CM	CM 4035 Honshu St.	105-5008	Consultant III	Persaud, Ann Rebecca (Ann)	1.50	$145.00	$217.50	Project Management Support
1055052508	6/11/2026	3100 CM	CM 3100 Roberson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	1.00	$185.00	$185.00	Process payments for relocation and closeout of project
1055052508	6/8/2026	3100 GM	GM 3100 Roberson Rd	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	2.00	$185.00	$370.00	Process payments for relocation and closeout of project
1055052508	6/9/2026	4035 CM	CM 4035 Honshu St.	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	1.25	$185.00	$231.25	Process payments for PM and closeout of project
1055052508	6/9/2026	4035 GM	GM 4035 Honshu St.	105-5007	Project Manager	Ryals-Brooks, Kimberly (Kim)	0.75	$185.00	$138.75	Process payments for PM and closeout of project
						Total	17.00		$2,455.00	