



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

September 1, 2026

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

RE: Request for Project Closeout
FEMA Flood Mitigation Assistance (FMA) Swift Current Program
FMA-PJ-04-MS-2022-008
City of Bay St. Louis – Residential Elevation Project

Dear Mitigation Program Team,

On behalf of the City of Bay St. Louis, I am requesting administrative closeout of the City's Flood Mitigation Assistance (FMA) Swift Current residential elevation project.

The City has completed all work identified in the approved Scope of Work, including the successful elevation of the two participating residential structures in accordance with FEMA Flood Mitigation Assistance program requirements, the approved grant agreement, and all applicable federal, state, and local regulations. The homes have been elevated to the required design elevation, final inspections have been completed, and all required project documentation has been assembled for closeout.

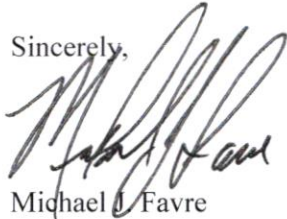
The City has submitted all required reimbursement requests, supporting documentation, and closeout materials. To the best of our knowledge, all eligible project costs have been submitted, all contractual obligations have been satisfied, and there are no outstanding claims or pending issues related to project implementation.

Final project costs were lower than originally estimated, resulting in an unexpended balance of \$93,382.50. As part of the project closeout, the City respectfully requests deobligation of the remaining \$93,382.50 in grant funds. The requested deobligation is solely attributable to actual project costs coming in below the estimated and approved project budget.

We respectfully request that MEMA review the enclosed closeout documentation, process the requested deobligation of \$93,382.50, and initiate final administrative closeout of this project. The City appreciates the assistance and guidance provided by MEMA throughout project implementation and values the partnership in helping reduce future flood risk for our residents.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Favre", written over a horizontal line.

Michael J. Favre

Mayor

City of Bay St. Louis

mfavre@baystlouis-ms.gov

(228) 466-8951

Enclosures:

Final Project Reconciliation and Financial Summary
Final Reimbursement Documentation and Supporting Invoices
Final Elevation Certificates (2)
Final Building Inspection/Certificate of Occupancy Documentation
Final Project Photographs
Final Milestone Inspection Reports
Permit Documentation
Signed Homeowner Acknowledgement of Conditions
Grant Closeout Checklist
Approved Amendment