

Crosby Housing & Redevelopment Authority

300 Third Avenue N.E.
CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088
FAX (218) 546-5041

Agenda

Crosby HRA Commissioners Meeting

11:00 a.m.

Tuesday, August 8, 2017

- 1. Call to Order**
 - 2. Roll Call**
 - 3. Presentation of the Audit:** Mary Reedy, CliftonLarsonAllen
 - 4. Reading and Approval of Minutes** (*Attachment 1*)
 - 5. Bills and Communications**
 - a. Financial Report (*Attachment 2*)
 - b. Housing Manager Report (*Attachment 3*)
 - 6. Unfinished Business**
 - 7. New Business**
 - 8. Adjournment**
Next Meeting: Tuesday, September 12, 2017
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Minutes of the July 11th, 2017, Board of Commissioners Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, July 11th, 2017, at 300 3rd Ave NE in Crosby, Minnesota.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Present at the meeting were Commissioners Mary Johnson, Buzz Neprud, Renae Marsh, William Small, and Linda Peeples; Housing Manager Teresa Hettver, Executive Assistant LeAnn Goltz, and Assistant Director Deanna Heglund.
3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Commissioner Neprud made a motion to approve the minutes from the June 13th, 2017, board meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.
4. **BILLS AND COMMUNICATIONS:**
 - a. **Financial Report:** Financial information was provided for June 2017.

We are currently holding the fourth Application For Payment to Baratto Brothers Construction (BB) in the amount of \$105,704.65 for approval from Minnesota Housing (MH). As of May 31st, the project was 71% complete.

The Quick Ratio and Months Expendable Net Assets Ratio both show zero points for June. This is due to the check to BB that has been issued and is being held for the fourth Application for Payment but has not been reimbursed from Minnesota Housing. We will not release this check until we receive reimbursement.

We have received a change order for \$72,000 for additional waterproofing measures at nine of the scattered site units. This will involve the removal and replacement of 18 stoops that are believed to be the cause of water infiltration. MH has approved this change order and provided an additional \$12,500 in POHP funding. We are also able to use the remaining \$39,437 in contingency funds out of the original POHP funding. This leaves an estimated gap of \$20,355. We will be able to use \$13,000 of Augusta TIF funds that we have received compliance reporting on from the owner. We will attempt to receive owner reporting for the increment that we just received in June for the additional \$7,355. If we are unable to use TIF funds for this gap, we have 2016 CFP funding available.

Commissioner Marsh made a motion to approve June checks numbered 116444 through 116475. Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

- b. **Housing Manager Report:** Hettver provided the Management Review Summary Report issued by Minnesota Housing from the on-site review on June 12, 2017. The overall rating for the management review is a 72.

Hettver also reported that they received their PHAS score. Although they earned 25/25 in management, they only received a 94% in occupancy because they were penalized for having three (HUD-approved) units offline for the scattered site rehabilitation. This results in being considered a Standard Performer rather than a High Performer, which means no Capital Fund bonus and inspections every two years rather than three. Executive Director Bergman will be submitting an appeal. Hettver will provide the official PHAS score and Bergman's appeal letter in next month's board packet.

POHP

A copy of the change order proposal was provided to the Board. The change order of \$72,000 for stoops was approved by MHFA.

June Vacancies

Edgewood – 1

Dellwood – 2

Family Units – 0 (1 - Modernization/Rehab)

State Funded Project Tour

Goltz informed the Board that they may be moving the tour to September. Only two representatives have confirmed attendance and by moving it back, they may get better participation. She will keep the Board posted.

5. **UNFINISHED BUSINESS:** Nothing to report.
6. **NEW BUSINESS:** Nothing to report.
7. **ADJOURNMENT:**

Commissioner Marsh made a motion to adjourn the meeting. Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 11:14 a.m.

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Telephone (218) 546-5088
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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: August 3, 2017
Re: August Financial Report

Please find attached the financial information for July 2017.

2017 Audit

Mary Reedy from CliftonLarsonAllen will be at the Board meeting to present the 2017 audit. Please look through the audit and ask Mary any questions that you may have.

Action Requested: Approval of July Checks numbered 116476 through 116507.

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Crosby Housing & Redevelopment Authority

2018 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	0.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	0.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	2.00	25.00

MASS Ratios	Max Pts	Scoring				
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 = 0	0.00	4.00	4.00	4.00
Total Points	25		16.00	20.00	20.00	20.00

Total of Above Ratios	50		41	45	22	45
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MASS Ratios	Max Pts	Scoring				
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

**Crosby HRA
 Public Housing Operating
 July, 2017**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-15,831.00	-62,285.00	-62,033.32	-251.68
100-000-3120.000 Excess Utilities	-155.00	-350.00	-260.00	-90.00
100-000-3401.000 Operating Subsidy	-5,728.00	-28,701.00	-22,543.32	-6,157.68
100-000-3610.000 Interest Revenue	7.30	24.23	-18.32	42.55
100-000-3690.000 Other Income	0.00	-36.50	-730.00	693.50
100-000-3691.000 Other Tenant Revenue	-2,367.00	-3,668.25	-2,210.00	-1,458.25
100-000-3695.000 Laundry Revenue	-205.75	-753.50	-800.00	46.50
100-000-3699.000 POHP Grant Revenue	-106,484.65	-106,484.65	0.00	-106,484.65
Total Income	-130,764.10	-202,254.67	-88,594.96	-113,659.71
Expense				
100-000-4110.000 Administration Salaries	1,822.46	7,289.85	7,671.68	-381.83
100-000-4130.000 Legal	802.00	802.00	500.00	302.00
100-000-4140.000 Staff Training	0.00	0.00	166.68	-166.68
100-000-4150.000 Travel	0.00	97.71	213.32	-115.61
100-000-4171.000 Auditing Fees	2,000.00	2,000.00	2,750.00	-750.00
100-000-4190.000 Sundry-Other Admin	22.50	77.50	66.68	10.82
100-000-4191.000 Management Fees	1,262.00	5,048.00	5,048.00	0.00
100-000-4194.000 Office Supplies	0.00	39.12	148.32	-109.20
100-000-4195.000 Membership Dues	0.00	77.50	33.32	44.18
100-000-4196.000 Telephone	82.10	327.42	293.32	34.10
100-000-4198.000 Advertising	0.00	0.00	166.68	-166.68
100-000-4199.000 Postage	151.25	200.25	106.68	93.57
100-000-4210.000 Tenant Svcs Salaries	301.20	1,355.20	1,343.32	11.88
100-000-4230.000 Tenant Services Other	33.76	143.19	136.68	6.51
100-000-4310.000 Water	975.28	2,616.55	4,260.00	-1,643.45
100-000-4315.000 Sewer	1,423.95	4,196.32	4,940.00	-743.68
100-000-4320.000 Electricity	1,653.92	3,146.05	8,050.00	-4,903.95
100-000-4330.000 Gas	241.66	695.40	4,410.00	-3,714.60
100-000-4431.000 Garbage & Trash	522.92	1,643.61	2,333.32	-689.71
100-000-4410.000 Maintenance Labor	2,249.21	8,996.81	9,943.32	-946.51
100-000-4420.000 Materials	54.44	2,324.04	3,898.32	-1,574.28
100-000-4430.000 Contracts Costs	2,322.96	4,630.90	6,333.32	-1,702.42
100-000-4432.000 Decorating Contract	335.22	2,036.96	3,333.32	-1,296.36
100-000-4435.000 Grounds Contract	11.66	38.49	200.00	-161.51
100-000-4440.000 Repairs Contract	0.00	0.00	233.32	-233.32
100-000-4445.000 Elevator Maintenance	0.00	2,167.44	1,100.00	1,067.44
100-000-4450.000 Plumbing/Heating	135.94	1,755.53	2,000.00	-244.47
100-000-4456.000 Exterminating	40.00	100.00	1,216.68	-1,116.68
100-000-4457.000 Janitor/Cleaning	509.35	1,698.90	2,166.68	-467.78
100-000-4510.000 Insurance	1,480.41	5,921.64	4,875.00	1,046.64
100-000-4520.000 Property Tax	558.41	2,619.97	2,193.32	426.65
100-000-4540.000 Employee Benefits	2,298.25	9,181.90	9,330.00	-148.10
100-000-4800.000 Depreciation Expense	9,997.62	40,005.72	0.00	40,005.72
Total Expense	31,288.47	111,233.97	89,461.28	21,772.69
Net Income(-) or Loss	-99,475.63	-91,020.70	866.32	-91,887.02

**Crosby HRA
 Edgewood Operating Stmt
 July, 2017**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-17,210.00	-68,340.00	-72,166.68	3,826.68
700-000-3120.000 Excess Utilities	-515.00	-1,060.00	-603.32	-456.68
700-000-3404.000 Other Government Grant	-9,428.00	-34,880.00	-33,750.00	-1,130.00
700-000-3610.000 Interest Revenue	7.66	14.79	-278.32	293.11
700-000-3690.000 Other Income	0.00	-36.50	-33.32	-3.18
700-000-3691.000 Other Tenant Revenue	-1,192.00	-3,179.50	-2,338.32	-841.18
700-000-3695.000 Laundry Revenue	-711.00	-2,883.00	-3,020.00	137.00
Total Income	-29,048.34	-110,364.21	-112,189.96	1,825.75
Expense				
700-000-4110.000 Administration Salaries	2,766.74	10,966.95	12,340.00	-1,373.05
700-000-4130.000 Legal	0.00	0.00	500.00	-500.00
700-000-4140.000 Staff Training	0.00	0.00	166.68	-166.68
700-000-4150.000 Travel	0.00	97.73	200.00	-102.27
700-000-4171.000 Auditing Fees	2,000.00	2,000.00	2,750.00	-750.00
700-000-4190.000 Sundry-Other Admin	27.50	114.50	66.68	47.82
700-000-4191.000 Management Fees	6,238.00	24,952.00	24,952.00	0.00
700-000-4194.000 Office Supplies	0.00	39.12	156.68	-117.56
700-000-4195.000 Membership Dues	0.00	77.50	33.32	44.18
700-000-4196.000 Telephone	82.11	327.44	293.32	34.12
700-000-4198.000 Advertising	0.00	0.00	166.68	-166.68
700-000-4199.000 Postage	151.25	200.25	106.68	93.57
700-000-4210.000 Tenant Svcs Salaries	451.80	2,032.80	2,423.32	-390.52
700-000-4230.000 Tenant Services Other	33.77	143.18	136.68	6.50
700-000-4310.000 Water	481.88	1,433.46	2,523.32	-1,089.86
700-000-4315.000 Sewer	883.67	2,653.50	3,120.00	-466.50
700-000-4320.000 Electricity	2,169.59	4,083.63	10,120.00	-6,036.37
700-000-4330.000 Gas	333.54	956.64	4,500.00	-3,543.36
700-000-4431.000 Garbage & Trash	148.65	551.78	1,333.32	-781.54
700-000-4410.000 Maintenance Labor	2,249.19	8,996.79	9,943.32	-946.53
700-000-4420.000 Materials	423.11	2,078.49	3,283.32	-1,204.83
700-000-4430.000 Contracts Costs	2,230.59	3,923.99	3,666.68	257.31
700-000-4432.000 Decorating Contract	1,431.66	3,362.38	3,833.32	-470.94
700-000-4435.000 Grounds Contract	17.49	44.33	200.00	-155.67
700-000-4440.000 Repairs Contract	0.00	0.00	233.32	-233.32
700-000-4445.000 Elevator Maintenance	0.00	2,167.44	1,100.00	1,067.44
700-000-4450.000 Plumbing/Heating	0.00	82.59	1,666.68	-1,584.09
700-000-4456.000 Exterminating	980.00	1,260.00	1,166.68	93.32
700-000-4457.000 Janitor/Cleaning	624.35	2,343.47	2,500.00	-156.53
700-000-4510.000 Insurance	1,540.67	6,162.68	5,970.00	192.68
700-000-4520.000 Property Tax	685.38	2,756.51	2,683.32	73.19
700-000-4540.000 Employee Benefits	2,628.53	10,491.33	11,009.96	-518.63
700-000-4800.000 Depreciation Expense	4,106.09	16,447.20	0.00	16,447.20
Total Expense	32,685.56	110,747.68	113,145.28	-2,397.60
Net Income(-) or Loss	3,637.22	383.47	955.32	-571.85

Housing and Redevelopment Authority of Crosby

Payment Summary Report

July 2017

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/11/2017	53	John Schommer	\$38.52
7/6/2017	1096	Lincoln Financial Group	\$640.73
7/6/2017	1097	Lincoln Financial Group	\$300.00
7/6/2017	1098	Electronic Federal Tax Payment System	\$1,093.61
7/6/2017	1099	Minnesota Dept Of Revenue	\$140.97
7/20/2017	1100	Lincoln Financial Group	\$640.73
7/20/2017	1101	Lincoln Financial Group	\$300.00
7/20/2017	1102	Electronic Federal Tax Payment System	\$1,184.93
7/20/2017	1103	Minnesota Dept Of Revenue	\$135.49
7/6/2017	116476	Dearborn National Life Ins Co	\$36.45
7/6/2017	116477	Tenant Refund	\$351.30
7/6/2017	116478	Holiday	\$74.26
7/6/2017	116479	Minnesota Energy Resources	\$575.20
7/6/2017	116480	Minnesota Power	\$3,823.51
7/11/2017	116481	Adams Pest Control	\$925.00
7/11/2017	116482	Batteries Plus	\$237.78
7/11/2017	116483	Borden Steinbauer And Kruger	\$727.00
7/11/2017	116484	City Of Crosby	\$4,134.26
7/11/2017	116485	Cliftonlarsonallen	\$4,000.00
7/11/2017	116486	Crow Wing County San. Landfill	\$50.00
7/11/2017	116487	Crow Wing County Sheriff's Office	\$75.00
7/11/2017	116488	Ctc	\$461.20
7/11/2017	116489	Ecowater Systems	\$154.85
7/11/2017	116490	Gravelle Plumbing & Heating	\$135.94
7/11/2017	116491	Hudriik Carpet Service	\$1,050.23
7/11/2017	116492	Jeff Banick	\$105.93
7/11/2017	116493	Judy Robinson	\$1,125.00
7/11/2017	116494	Nisswa Sanitation Inc	\$226.09
7/11/2017	116495	Paper Storm	\$26.00
7/11/2017	116496	Quick Construction Inc.	\$3,951.38
7/11/2017	116497	Rental History Reports	\$75.00
7/11/2017	116498	Sherwin-Williams	\$132.85
7/11/2017	116499	ShofCorp LLC	\$74.00
7/11/2017	116500	Storage Boxes Etc. LLC	\$95.00
7/11/2017	116501	Timber Building Supply	\$23.98
7/11/2017	116502	Verizon Wireless	\$79.26
7/11/2017	116503	Visa--Unity	\$424.24
7/11/2017	116504	Widseth Smith Nolting & Assoc	\$2,437.50
7/20/2017	116505	Voided Payroll Check	\$0.00
7/20/2017	116506	Lincoln Financial Group	\$69.12
7/24/2017	116507	Healthpartners	\$7,257.40
		Report Total	\$37,389.71

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CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088
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To: Crosby HRA Board Members
From: Teresa Hettver, Housing Manager
Date: August 1, 2017
Re: Housing Manager Report

Attachment 3a is the HUD Public Housing Assessment System (PHAS) Score Report. As you will see, our designation status is listed as Standard Performer due to the loss of points for occupancy under Capital Fund. I have also attached the letter that Jennifer sent to HUD to appeal the score.

POHP

Following is a list of the work that has been completed to date:

- Installation of all new roofing.
- Installation of all new gutters and downspouts.
- All electrical work has been completed.
- All kitchen and bathroom work is substantially complete. Baratto Brothers will be back through some of the units to address a few minor warranty items moving forward. There are some bubbling/adhesion issues on the kitchen wall laminate that makes up most of the items.
- Excavation at the foundation for new waterproofing and exterior drain tile in Units 4 & 5 has been completed.
- Installation of interior drain tile at Unit #15, which was used as a mockup to see how the system would perform. There have been no concerns and it seems to be performing as expected.

Baratto Brothers have not been onsite for a few weeks as they were working through the water infiltration issues at the existing foundations and waiting for approval of the change order. Now that it has been approved, they are working through their scheduling and trying to determine when they can be back out to re-excavate that foundation around the existing stoops (4 locations on this structure), tie-in/complete the foundation waterproofing/drain tile, backfill/compact, restore the grade around the structures and install the new entry steps. Baratto Brothers tentatively plan on a mid-August start for this remaining work.

July Vacancies

Edgewood – 1

Dellwood – 0

Family Units – 0 (1 - Modernization/Rehab)

State-Funded Project Tour

The date of the tour has been moved to September 20th. We hope you all are able to join us.

No Action Requested; Discussion Items

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U.S. Department of Housing and Urban
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 06/19/2017

PHA Code:	MN082
PHA Name:	HRA OF CROSBY, MINNESOTA
Fiscal Year End:	03/31/2017

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	20	25
Management	25	25
Capital Fund	7	10
Late Penalty Points	0	
PHAS Total Score	88	100
Designation Status:	Standard Performer	
Published 06/19/2017	Initial published	06/19/2017

Financial Score Details	Score	Maximum Score
Unaudited/Non Single Audit		
1. FASS Score before deductions	20.04	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	20.04	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	94.92	
4. Occupancy Rate Points	2	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	7	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

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Telephone (218) 546-5088
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July 11, 2017

Mr. Donald J. Lavoy
Deputy Assistant Secretary
U.S. Department of Housing and Urban Development
Real Estate Assessment Center
550 12th Street S.W.
Washington, D.C. 20410

Dear Mr. Lavoy,

I am requesting an appeal on behalf of the Crosby Housing and Redevelopment Authority (HRA) for the deduction of three (3) points under the Capital Fund Score Details, Occupancy Rate Points (see attached Public Housing Assessment System (PHAS) Score Report for Interim Rule).

The Crosby HRA has been working hard to improve the condition of our public housing units and our REAC Physical Inspection score of 94 reflects that. But, it is a constant struggle. With a CFP grant of only \$60,000 annually, it makes it difficult to complete capital projects on all 59 units of public housing. This amounts to about \$1,017 per unit per year. To put this into perspective, just to replace a roof on one of our scattered sites would cost approximately \$7,000 (X 14 structures = \$98,000) and \$40,000 to replace the roof on our high rise.

The units had suffered significant deferred maintenance and we recognized the need for significant rehabilitation. We are in the process of significantly rehabilitating our 20 scattered site public housing units for a total cost of \$686,156. In order to accomplish this major rehabilitation project which included major kitchen and bathroom renovations, we had to take three units off line (approved by HUD) – see attached before and after pictures. However, since the Crosby HRA only receives about \$60,000 annually in CFP, we needed to apply for and tap into additional funds.

Here is how we accomplished this major project:

- \$449,500 in Publically Owned Housing Program (POHP) - funds appropriated by the State of Minnesota for Public Housing rehab projects (see attachment on the POHP program)
- \$163,656 in CFP
 - \$58,804 from 2014 CFP
 - \$59,554 from 2015 CFP
 - \$45,298 from 2016 CFP



- \$73,000 in excess Tax Increment Financing from a Housing TIF District administered by the Crosby HRA

As you can see, for every \$1 of CFP funds, we leveraged \$3.20 of **non-federal** funds! This project would have been impossible without the contribution from the State of Minnesota and the TIF District.

Under Management in our PHAS score, we received 25 out of 25 and our occupancy was **99.58%** for the year. However, under Capital Fund the units that are offline are not excluded from the calculation so our occupancy is 94.62%. Consequently, this reduces our Occupancy Rate score from five (5) to two (2) points putting us in the Standard Category.

The Crosby HRA leveraged our CFP dollars to secure additional funds to make the needed repairs to our public housing units yet we are penalized for the three units kept offline in order to accomplish this significant rehab. We have worked so hard to make capital improvements and make these public housing units better for the safety of our tenants.

The reduction of these three points in Capital Fund moves us from a High Performer to Standard. The Crosby HRA has a small staff and a small CFP budget, we will need to be scored again in 2019 and we will not get our CFP bonus, which is desperately needed. We miss out on two years of Capital Fund bonus and it adds an additional administrative burden to an already overworked staff.

We are requesting that you consider these circumstances and you calculate our Capital Fund Occupancy Rate **excluding** our three (3) HUD-approved offline units giving us five (5) out of five (5) points in this category.

Thank you for considering this appeal and please feel free to contact me if you have any questions at (218) 824-3425 or Jennifer@brainerdhra.org.

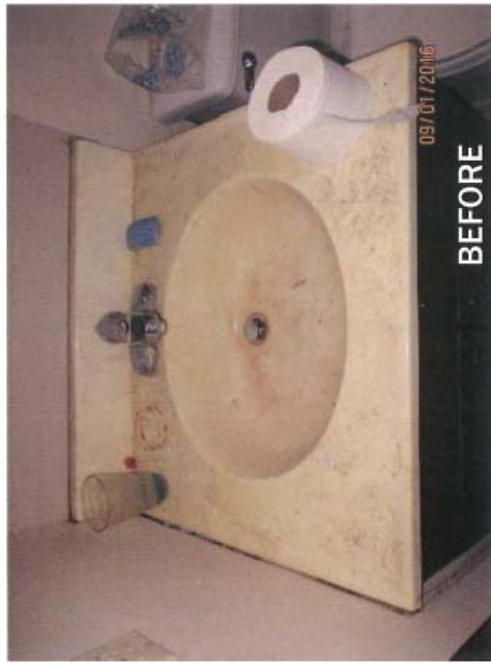
Sincerely,



Jennifer Bergman
Executive Director



CROSBY HRA SCATTERED SITES REHABILITATION



CROSBY HRA SCATTERED SITES REHABILITATION

