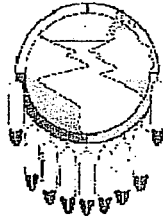


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Little River Band of Ottawa Indians
Housing Commission Meeting
Aki Madiziwin Conference Room
July 20, 2017
Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for July 20, 2017
5. Approval of Minutes
6. Department Update
7. Closed Session
8. Open Session
9. New Business
10. Old Business
11. Policies and Procedures (limit discussion to ½ hour)
12. Public Comment
13. Next Meeting Date is August 17, 2017
14. Adjournment

IV D.

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room July 20, 2017

MEETING MINUTES

The Little River Band Housing Commission meeting was held at Aki Conference Room on July 20, 2017. Following are the minutes of that meeting.

1-3. Opening Prayer, Roll Call and Stipend

The meeting on July 20, 2017 was called to order at 9:00 a.m.

Chairperson Judy Hardenburgh called meeting to order.

Roll Call

Judy Hardenburgh-yes	Marcella Leusby-yes	Julia Chapman-yes
Karen Love-yes		

Quorum: 4-0-0-0

Others Present: Michelle Pepera-Housing Admin Assist. Mr. Figgels on vacation.

Council members: Ron Wittenberg and Sandy Lewis

4. Approval of Agenda

Motion to approve the Agenda for July 20, 2017:

Motion carried: Commissioner Julia Chapman moved to accept agenda.

Supported by: Commissioner Judy Hardenburgh

Judy Hardenburgh-yes	Marcella Leusby-yes	
Karen Love-yes	Julia Chapman-yes	

Motion carried: 4-0-0-0

5. Approval on Minutes

Motion to approve minutes: Commissioner Karen Love moved to accept June 15, 2017 minutes.

Motion seconded by: Commissioner Marcella Leusby.

Judy Hardenburgh- yes	Marcella Leusby- yes	
Karen Love-yes	Julia Chapman-yes	

Motion carried: 4-0-0-0

6. Department Update: Michelle provided the Housing Department monthly report for June 2017. New fair market housing continues to move forward. Plans for the elder's housing complex in progress.

7. Closed Sessions:

A closed session was called at 9:55 a.m.

Commissioner Hardenburgh made motion to go into closed session. Commissioner Leusby supported motion.

All in support. Motion carried 4-0-0-0.

One appeal hearing was conducted

8. Open Session:

Meeting resumed at 10:57 a.m.

Commissioner Hardenburgh made motion to return to open session. Commissioner Leusby supported the motion.

All in support. Motion carried 4-0-0-0.

Adjourned for lunch at 11:55.

Commissioner Leusby made motion to adjourn. Commissioner Hardenburgh seconded

Judy Hardenburgh- yes	Julia Chapman-yes	
Karen Love-yes	Marcella Leusby-yes	

All in support. Motion carried 4-0-0-0

9. Policies and Procedures: None

10. Old Business:

Elder's housing complex will have 18 units to start. Will be open for 62 and up elders.

11. New Business:

Request for two extra meetings was approved by Council. Tenant wants to build a small deck on the back of his house. Will need to write a regulation to address decking specs.

12. Public Comment: None

13. Next Meeting: August 3, 2017.

14. Adjournment:

Meeting adjourned at 1:30 p.m.

Commissioner Hardenburgh made motion to adjourn. Commissioner Leusby supported.

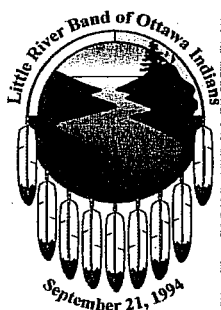
Karen Love-yes	Julia Chapman-yes	
Marcella Leusby-yes	Judy Hardenburgh-yes	

All in support. Motion to adjourn carried 4-0-0-0

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Karen Love". The signature is written in a cursive, flowing style with a large initial "K" and a distinct "Love" at the end.

Karen Love
Housing Commission
Secretary



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quoung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

July 2017

I. Housing Activities.

- A. The development of 10 more Fair Market housing units at Aki continues to move forward. The Department has been advised two units will be completed in September and ready for occupancy, two more in October and the balance by the end of December 2017.
- B. IHS has advised they will approve funding for the connection of the water and sewer lines as well as the tap fees and costs for the water meters. This could be in the range of \$40,000 for the 10 Fair Market Rentals under construction.
- C. We continue working with Travois by providing information and input for the Low Income Housing Tax Credit (LIHTC) application. We have been phone conferencing with them each week.
- D. Michelle and I met with the Accounting Department on July 13, 2017 and presented to them our Department Budget for 2018 with the following comments.

We have tried to keep our budget at last year's budget level as requested, however we are growing and I have postponed for one more year budgeting for another housing maintenance position and a Housing Occupancy Specialist to that end. However, as you know we will have 10 more fair market rental units at Aki to manage and care for next year in addition to the additional two income based units and Pavilion with restrooms added this year. Current planning is to add 20 more elder rental units next year so I doubt I can put off the additional labor another year.

You also will find attached a separate budget for Client Services for the Down Payment and Closing Cost Assistance program."

- E. The Housing Department and Commission met in a work session on July 25, 2017 with Tribal Council to discuss the use of ORV's on Tribal land including the Aki maadiziwin residential development.
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 6
 - New leases: 0
 - Annual Inspections: 4

Move-out Inspections: 1

Move outs: 1

Transfers: 1

- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.

Applications received this month: 2

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$5,000

Total Number of Awards made during the Year: 11

Total Amount of Awards for the Year: \$47,330.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to be an in depth description of the work performed each day, but instead a snap shot of their daily activities.

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 64 rental units in total of which 61 are rented giving us an occupancy rating of 95%. Aki has 57 rental units of which 54 were rented during the month.
- B. Aki has 9 low income elder designated rental units and 8 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 27 are rented.
- E. Aki has 6 low income family ADA rental units and 6 are rented.
- F. Aki also has 12 fair market rentals and 11 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

- A. Accomplishments:
 - 1. Business as usual this month.

VI. Plans for the Future.

- A. Complete construction of the 10 Fair Market Rental units at Aki maadiziwin in December 2017.
- B. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC) and our application is to be submitted in October 2017.

VII. Other Information

- A. None.

End of Report

Frank Figgels, Housing Director

Attachments: July 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 7-3 No Jake
No Nickie

Date 7-4 Holiday

Date 7-5 Cleaned Pavilion, Primed / Painted stairs on
bathroom ceiling @ 2721 IC Repaired Cart for mats
@ Community Center / Picked up Door for 2695 OC
~~Strained~~ Mixed & strained old paint for touch up put
into Quart Cans labeled Muchison old paint wall / Ceiling / trim

Date 7-6 Installed New Door in garage @ 2695 OC
Looked at and got info for washer @ 2695 OC
Looked at and got info for Dryer @ 2716 OC
Looked at and got info for Side x Side Fridge @ 2678 IC

Date 7-7 Installed threshold support for New Door @ 2695 OC
Looked at and got info for fridge @ 148 1/2 Ford
Went to Sears Found Floor Model replacement to be delivered today
Fridge Delivered and old one removed (Sears) @ 148 1/2 Ford

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 7-10 Sprayed all weeds in downstairs parking lot, all elders driveway, Vacants, and intersection. 2648 took measurements for spindles to be fixed/replaced for egress window.

Date 7-11 Replaced spindles for egress window at 2648, Replaced fence at 9th Street,

Date 7-12 Repaired garage door at 2615 put new wheels on zero turn, installed dryer at 2716 Elders didn't fit so new one is ordered should be here 7-13-17

Date 7-13 Had home inspection 2716, put new wheels on zero turn (finished) Fixed kitchen sink at 2677 also checked toilet for leak none found, cleaned shop area garbage out

Date 7-14 Ordered New Fridge for 2711 other was too small Ordered new dryer for 2716 other was too large bi-folds wouldn't close, mowed, ~~first~~ lowered flag elder passed

Due Every Friday

Thank you for filling out this Daily Worksheet

**Housing 2017
Daily Worksheet**

Date 7-17 Cleaned Shop swept, wipe down bathroom, began to mow elders, leveled out backyard at 2648, had mbe out inspection at 2665, fixed corner roof on front porch at 2716, got everything ready to start 2724

Date 7-18 Cleaned out trash from grey truck
Receipts check fluids in trucks

Date 7-19 Installed new Garage Door opener @ 261500
submitted w/10 for AntiFreeze leak on grey truck 2500

Date 7-20 Mowed, cleaned out trash @ Shop

Date 7-21 Mowed Ditches ect

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 7-24 Installed new Dryer @ 27116 OC
Fixed leak @ Dishwasher @ 2678 IC

Date 7-25 Cleaned Pavilion repaired exterior outlet box
on Bathrooms @ Pavilion,

Date 7-26 Rekeyed 2724 OC
Installed light Bulb in Basement and dropped off
4 Gals Drylock @ 148 Ford

Date 7-27 Picked up two Fridges (spares) from 2711 OC
Repaired trailer & Cleaned Deck on trailer cut grass

Date 7-28 Clean Shop area Organize Shop area
cut grass

Due Every Friday

Thank you for filling out this Daily Worksheet



**Little River Band of Ottawa Indians
Housing Department
Office Location: 2953 Shaw Be Quo ung
Mailing Address: 2608 Government Center Drive
Manistee MI 49660
(231) 723.8288**

July 25, 2017

Boozhoo LRBOI Housing Department Tenants.

In our efforts to keep you updated on important information as the Head of Household for your LRBOI rental unit we would like to provide you with the following information.

1. The Housing Commission has been working on updating the Housing Regulations and to that end on July 12, 2017 Tribal Council approved changes to Chapter 2 of the Housing Regulations as enclosed. The changes became effective on the adoptive date of July 12, 2017. Please replace the prior Chapter 2 regulations in your Housing Handbook we provided to you upon your move-in. If you have any questions please contact us at your earliest convenience.
2. The Planning Department has been working with the Manistee County Road Commission to have improvements made to Kott and Siuda Road. This is the section of road beginning just west Aki maadiziwin to the intersection of Lakeshore Drive and Kott Road by Orchard Beach State Park. I think we will all be glad something is finally being done on that stretch of road to Manistee from Aki. Please see the enclosed Media Release by the Manistee Road Commission.
3. Recently I met with Jeremy Blankenship and environmental health specialist who provided us with some information to "Make you house a Healthy Home," please see the enclosure.
4. If you do not know by now we have two new basketball hoops located in the West cul-de-sac thanks to our Public Safety Department. They raised the funds and installed the basketball goals for our youth themselves. Now we have some recreation for the bigger kids. Kchi Miigwech Public Safety!!

We hope you all are having a great summer full of fun and good health.

Frank Figgels
LRBOI Housing Director

Three Enclosures

Cc: Ogema Romanelli
Housing Commission



8946 Chippewa Highway • Bear Lake, Michigan 49614 • (231) 889-0000 • Fax (231) 889-0011

Media Release

Kott and Siuda Roads Resurfacing in Manistee County

The Manistee County Road Commission (MCRC) has announced that construction will begin for the resurfacing of 1.59 mile of Kott Road and Siuda Road from Lakeshore Road to Dontz Road in Manistee Township beginning on or about July 31, 2017 and the project is expected to be completed by September 22, 2017.

According to Mark Sohlden, Road Commission Manager, the scope of construction work will include crushing and shaping of the existing blacktop, trenching, aggregate base widenings, blacktop resurfacing, aggregate shoulders, intersection improvements, permanent signing, pavement markings, and miscellaneous improvements. The new blacktop pavement will be constructed at a width of 28' which will include two 11' wide traffic lanes and 3' wide partially paved shoulders.

The project will be funded with federal Small Urban Program funds, funds from the Little River Band of Ottawa Indians, and local funds and the project low bid of \$439,349 was submitted by Elmer's Crane and Dozer of Traverse City, Michigan to the Michigan Department of Transportation (MDOT) in Lansing on June 2, 2017.

According to Sohlden, one lane of traffic will be maintained at all times during the construction of the road resurfacing project using traffic regulators and construction signing and access to residential and commercial drives will be maintained at all times with minimal disruption. Emergency vehicle access to and through the sites will be maintained at all times, and both lanes will be open to traffic at night and at other times when construction is not being performed.

Even though one lane of traffic will be maintained during construction, Sohlden recommends avoiding the project site when possible as traffic delays are expected with a project of this type.

Sohlden asks for cooperation and patience from the traveling public during this key road resurfacing project and said to contact the Manistee County Road Commission at telephone number 231.889.0000 if you have any questions regarding the project.

Date: 7/21/17

Housing Regulations

Regulation #R700-01: HC-2

Chapter 2. Admission Procedures for Low Income Elder and Tribally Owned Homes

Section 1. Authority; Purpose

- 1-1. *Authority.* In accordance with sections 6.01(a) and (c) and 6.02 (e) and (g) of the Housing Commission Ordinance. #04-700-01, the Housing Commission hereby promulgates these regulations for eligibility for low income elder and tribally owned rental homes.
- 1-2. *Purpose.* The purpose of Chapter 2 is to identify the processes that are utilized to determine the occupant based on the applications and the information identified in the required background check.
- 1-3. *Application of Chapter 2.* Chapter 2 is applicable to all applicants and renters participating in the following Housing Department programs:
 - a. Elder Units Housing at Aki maadiziwin
 - b. Tribally owned rental units
 - c. Tribally owned low income rental units

Section 2. Definitions

- 2-1. *General.* For purposes of this regulation, certain terms are defined in this section. The word shall is always mandatory and not merely advisory. Unless defined elsewhere, terms defined in Chapter 1 and the Housing Commission Ordinance are defined for the purpose of this Chapter.

Section 3. Selection and Screening Requirements

- 3-1. *Order of Selection.* The Housing Department shall select eligible applicants from the appropriate waiting list on a first come first serve basis. There shall be no preferences provided or exceptions to this policy.
- 3-2. *General screening.* Once selected and prior to placement in a home, the Housing Department shall conduct a screening process of each applicant and adult household member to determine suitability for admission. The screening process may include a review of pertinent factors including the following:
 - a. *Credit History.* A credit history may be conducted by the Housing Department regarding the applicant's and adult household member's past performance in meeting financial obligations that shall include, but not limited to, rent and

utilities. The Housing Department may request a report from a consumer credit reporting agency. If an applicant or adult household member has a poor credit report, he must demonstrate consistent ability to pay rent and utility bills within the past year. The Housing Department shall exclude an application if the applicant or adult household member cannot demonstrate a consistent ability to pay rent and utility bills within the past year. The Housing Department shall request information from former landlords detailing payment history (from up to 5 years ago);

- b. *Previous Eviction from HUD funded home.* The applicant shall be denied services if the applicant was previously evicted for non-payment or non-compliance with any Housing Department, Indian Housing Authority, Tribal or Public Housing Authority policy.
- c. *Previous abandonment of a HUD funded home.* The applicant shall be denied services if the applicant previously participated in a HUD-assisted program and abandoned the dwelling unit.
- d. *Past behavior as a tenant.* The applicant shall be denied services if the applicant's past performance and behavior including destruction of property, disturbance of neighbors, poor housekeeping practices, or other activities which may endanger or be detrimental to other residents.
- e. *Home Visit.* The Housing Department shall make every effort to complete a home visit at the applicant's present residence. If a home visit is not feasible, current references shall be required. The applicant shall be denied services if the applicant currently has poor housekeeping standards which has resulted in an unsanitary living environment.
- f. *Proof of disability as provided in Chapter 1 of the Housing Regulations and under the Americans with Disabilities Act.*

3-3. *Determination of suitability.* In determining whether an applicant and the household members are suitable for admission regarding all of the factors listed in Section 3-2(a)-(e), the Housing Department shall review all of the information gathered in the screening process, taking into consideration the date, nature, and severity of the occurrence in question and the probability of future occurrences. If one household member is determined to be unsuitable, the application is rejected in its entirety, with the exception of Section 3-2(a). The Housing Department shall not provide an option for the applicant to adjust the occupants listed in the application. The applicant has a right to appeal the decision pursuant to Section 3-5.

3-4. *Criminal Background Screening.* Once selected and prior to placement in a home, the Housing Department shall conduct a screening process of each applicant and adult household member regarding his criminal background to determine suitability for admission. The screening process shall include a review of pertinent factors including the

criminal record particularly focusing on drug-related activities, physically violent crimes, or other criminal acts that may endanger other residents. The Housing Department may wish to request information from law enforcement agencies and the Natural Crime Information Center. The Housing Department shall not provide an option for the applicant to adjust his occupants listed in the application. In determining whether an applicant is suitable for admission regarding criminal background, the Housing Department shall apply the following provisions and maintain files in accordance with the department's criminal record file maintenance procedures.

a. *Automatic Exclusion.* The Housing Department shall deny an applicant admission to a rental unit if he, she, or any of the applicant's household members listed on the application has been convicted of or entered a plea of guilty or no contest to any offense involving:

1. Criminal Sexual Conduct where the perpetrator is an adult at the time that the crime is committed; or
2. Selling, distributing, or manufacturing any controlled substance located on Schedules 1-5 of MCL 333.7211-333.7220 or the equivalent within the past seven (7) years; or
3. Violent behavior involving murder, assault with intent to do great bodily harm, or stalking within the past twenty-five (25) years; and/or
4. Furnishing alcohol to minors within the past seven (7) years.

b. *Discretionary Exclusion.* The Housing Department shall determine whether to deny an applicant admission to a rental unit if he or any of the applicant's household members listed on the application has been convicted of or entered a plea of guilty or no contest to any misdemeanor or felony offense not listed in section 3-4(a). In making the decision, the Housing Department shall complete a report that takes into account the following factors and considerations:

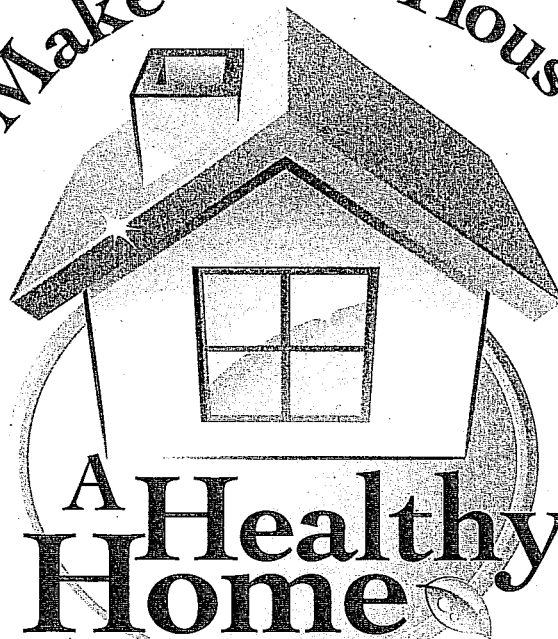
1. Whether the offense was a felony or misdemeanor/
2. Dates of convictions.
3. Number of similar convictions.
4. Likelihood of recidivism that will take into account factors such as counseling and substance abuse programs.
5. Convictions that impact the health, safety and right to peaceful enjoyment of other tenants.

- 3-5 *Unsuitability for Any Reason.* If an applicant is determined to be unsuitable for admission for any reason listed in Sections 3-1 to 3-4, a written notice of the determination and the grounds for the determination shall promptly be sent to the applicant. The notice shall advise the applicant(s) of the right to appeal to the Housing Commission. The request for appeal must be submitted within 15 calendar days of the date the notice was mailed. The Housing Commission shall hold a hearing within 10 days of the request. After the hearing, the Housing Commission shall provide a written decision within 10 days which shall include the findings of facts and decision. This decision may be appealed to Tribal Court. A final determination of unsuitability will result in applicant's removal from all waiting lists.
- 3-6 *Notification of selected applicants.* Promptly after an applicant has completed the screening process and has been determined to be suitable for admission, the family will be notified in writing of their selection. The notification shall include the following:
- a. A statement that the family has been selected for participation in the Little River Housing Department program.
 - b. A statement that the family will be required to participate in mandatory counseling/training sessions prior to occupancy;
 - c. A statement a lease agreement will need to be executed;
 - d. A statement that admission and contract execution is subject to a final income and eligibility verification;
 - e. The address, location, legal description, unit number, or type of services to be received, and amount of assistance;
 - f. A statement that the family has 15 days in which to respond to the notice, either by accepting or rejecting the home offered;
 - g. A statement that failure to respond within 15 days shall be regarded as a rejection of the offer. The date of formal rejection shall be 20 days after the notification of selection;
 - h. A statement that a rejection of the offer shall result in the application being placed at the bottom of the waiting list as it is identified on the formal rejection date; and
 - i. A statement that the notice is not a contract and does not obligate the Housing Department in any way.

Section 4. Adoption; Amendment; Repeal

- 4-1. *Adoption.* This Chapter is approved by the Housing Commission on October 21, 2004 and approved by the Tribal Council on November 3, 2014, by Resolution #04-1103-443.
- 4-2. *Amendment.* This regulation may be amended by the Housing Commission in accordance with the Constitution and any rules set forth governing amendment of regulation of the Little River Band of Ottawa Indians. Provided that, any amendments must be approved or adopted in the same manner as set forth in section 4-1.
- 4-3. *Severability Clause.* If any provision of this regulation or its application to any person or circumstance is held invalid, the invalidity does not affect other provision or applications of this regulation which can be given effect without the invalid provision or application, and to this end the provisions of this regulation are severable.
- 4-4. *Compliance.* In regards to compliance with this regulation, substantial compliance with the spirit of this regulation rather than complete compliance is acceptable.
- 4-5. *Sovereign Immunity.* Nothing in this Regulation shall provide or be interpreted to provide a waiver of sovereign immunity from suit of the Tribe or any of its governmental officers and/or agents.
- 4-6. *Effective Date.* This Regulation shall take effect upon approval by Tribal Council Resolution #17-0712-221.

Make YOUR House



and more environmentally-friendly, too!

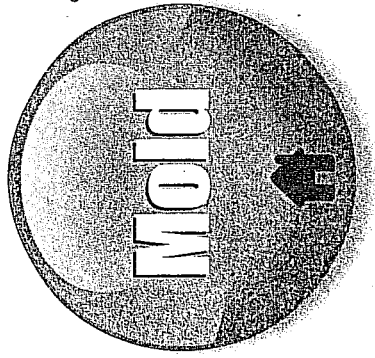
Did you know that most people spend over 90% of their time indoors? This brochure offers ways to make your home a healthy place for you and your family. It provides you with information on **mold, radon, carbon monoxide, asthma and allergies, second-hand smoke, volatile organic compounds,**

drinking water contaminants, lead, mercury, and pesticides.

There are also many things you can do in and around your home to help protect and conserve the environment. In this brochure there are tips to help you save energy, save money and make your home **more environmentally-friendly.**

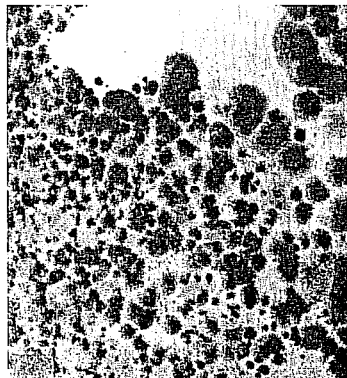
**Learn how you can make
your home a healthy place to live.**

EPA United States
Environmental Protection
Agency



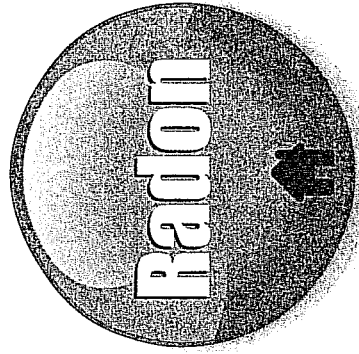
- **Do you have mold in your home?**
- **Is there moisture in your home that could cause mold to grow?**
- **How do you clean up mold?**

Molds are living organisms that grow on wet or damp surfaces like in basements, showers and around plumbing fixtures. Molds reproduce by releasing tiny spores that you can't see into your indoor and outdoor air. When you breathe in mold spores, they get into your lungs. Prolonged exposure to high levels of mold can result in reduced lung function in an otherwise healthy adult. Some people with asthma are particularly sensitive to mold.

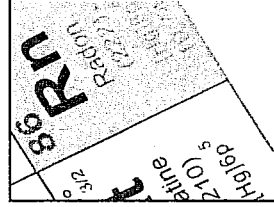


How you can clean up and prevent mold:

- Scrub mold with water and detergent.
 - Run bathroom and kitchen vents while bathing and cooking.
 - Vent bathrooms and clothes dryers to the outside.
 - When first turning on home or car air conditioners, leave the room or drive with the windows open for several minutes to allow mold spores to disperse.
 - Cover window wells if they leak to prevent moisture from building up indoors.
- For more information on mold and ways to clean up a mold problem safely in your home, go to www.epa.gov/mold



- **What is radon?**
- **How might you be affected by radon?**
- **How do you know if you have radon in your home?**

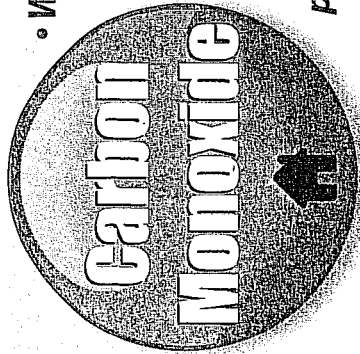


Radon is a colorless and odorless radioactive gas that forms when naturally occurring uranium in the soil breaks down and gets into the air you breathe. It cannot be felt when breathing it into your lungs. Radon may enter homes through cracks and holes in the basement or foundation and can become trapped and build up to dangerously high levels. It may be a problem in old and new homes. Prolonged exposure to radon can cause lung cancer in non-smokers and smokers alike. Higher radiation doses may result in children due to their smaller bodies and faster breathing rates compared to adults. The EPA estimates that radon is responsible for 20,000 lung cancer deaths every year, making radon the second leading cause of lung cancer in the U.S., after smoking.

How you can eliminate the risk of radon in your home:

- Test your home for radon gas using a cheap and easy-to-use radon test kit purchased from your local hardware store.
 - If indoor radon levels are 4pCi/L or higher, the EPA recommends using a certified radon specialist.
- More information about radon can be found on EPA's website at www.epa.gov/radon

You can also purchase radon test kits by contacting the **National Radon Helpline at (800) 557-2366**, or their website at www.sosradon.org

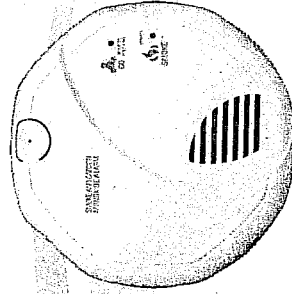


• What is carbon monoxide (CO)?

- What are signs of CO poisoning?
- How can you protect yourself and your family from CO poisoning?

Carbon monoxide, or CO, is a colorless, odorless gas that can cause sudden illness and death. It can be found in carbon-based fuels used in gas appliances, cars and trucks, and is a by-product of burning wood, charcoal,

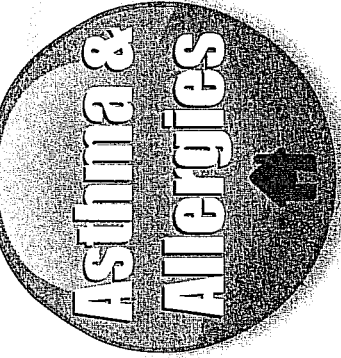
gas or oil. Common symptoms of CO poisoning are flu-like symptoms such as dizziness, fatigue, headaches, and nausea. High levels of CO can result in loss of consciousness and death.



How you can prevent CO poisoning in your home:

- Never idle your car or lawnmower in the garage, even if the garage door is open.
- Never use charcoal grills, portable generators or kerosene heaters indoors, on balconies, near doors or next to vents or windows.
- Never heat your home with a gas oven.
- Install carbon monoxide alarms near sleeping areas.
- Have all indoor gas appliances regularly inspected, vented and maintained.

For more information on carbon monoxide, visit EPA's website at www.epa.gov/iaq/co.html



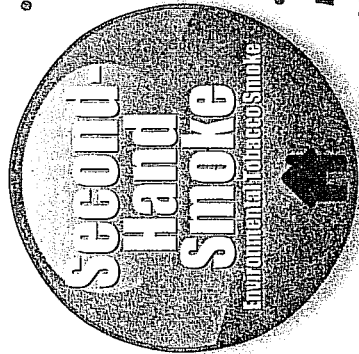
- What are some things that can trigger asthma and allergies?
- How can asthma risks be minimized?
- Does anyone smoke inside your home?

Asthma is a disease that affects the lungs and makes it hard for people to breathe. Allergies can also make it hard for people to breathe by causing an asthma attack. The most common symptoms of asthma are chest tightness, shortness of breath, wheezing, and nighttime or early morning coughing. Common signs of allergies are a stuffy or runny nose, itching, or a rash. Things that can set off, or trigger, an asthma attack in one person may not be a problem for another. Some common triggers include: mold; first and second-hand smoke; dust mites; cockroaches; rodents; and pet fur or saliva. Asthma can be controlled with medications and by avoiding common triggers that can cause asthma attacks.

How you can minimize risks presented by asthma and allergy triggers:

- Dust surfaces with a damp cloth, and vacuum carpets and floors often.
- Wash sheets and blankets weekly in hot water.
- After playing with your pet, wash your hands and clean your clothes to remove pet allergens.
- Smokers should always go outdoors to smoke.
- Add mats on both sides of the door to trap dirt, allergens, bacteria and lawn chemicals.

For more information on asthma and asthma triggers, visit EPA's website at www.epa.gov/asthma/triggers.html



• **Can breathing problems be triggered by second-hand tobacco smoke?**

- **What are the effects of second-hand smoke?**
- **How can you eliminate the risks to your family of second-hand smoke?**

Environmental tobacco smoke, also known as second-hand smoke, is smoke from tobacco products used by other people. The Surgeon General has found that second-hand smoke is responsible for heart disease, lung cancer, and death in children and adults. Second-hand smoke is also an asthma trigger and can contribute to breathing problems such as bronchitis, respiratory tract infections and reduced lung function.

Smoke-free rules in homes and vehicles can reduce second-hand smoke exposure among children and adults. Some studies indicate that these rules can also help smokers

quit and can reduce the risk of adolescents becoming smokers.

Exposure to a natural mineral fiber called asbestos also increases your risk of developing lung disease, and is made worse by smoking. Asbestos was added to building materials because of its good insulating, sound-proofing, and corrosion-resistance properties. Common products that might have contained asbestos in the past include insulation on steam pipes, boilers and furnace ducts, floor tiles and adhesives for floor tile, and decorative material sprayed on walls and ceilings.

For more information on asbestos, go to www.epa.gov/asbestos/pubs/help.html

How you can reduce the risk of second-hand tobacco smoke in your home:

- Take the smoke-free home pledge.
- Adopt a smoke-free home.
- Smoke outdoors in areas where children or adults are not present.
- If you are concerned about possible asbestos exposure, consult a physician who specializes in lung diseases (pulmonologist).

For information on EPA's "Take the Smoke Free Home Pledge" go to www.epa.gov/smokefree/pledge

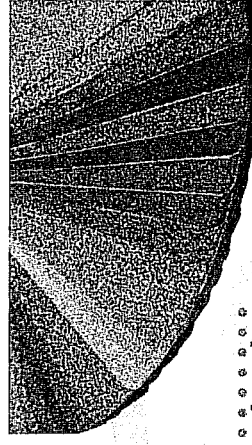


- **Is indoor air pollution a concern in your home?**
- **What things in your home can cause indoor air pollution?**
- **How might you and your family be affected by indoor air pollution?**

When you buy a new car that has that "new car smell," this is an organic vapor or volatile organic compound (VOC) that you smell. In the home, new carpeting, wood paneling, fresh paint, furniture, building materials and other household items are made with the use of chemicals that give off vapors. VOCs can also come from some room fresheners, scented candles, perfumes, deodorants and other products that are used to produce or mask an odor.

VOCs are a health concern because they can trigger asthma

attacks, cause eye, nose, and throat irritation, cause headaches and loss of coordination, and damage the liver, kidneys and nervous system. Persons who are sensitive to chemicals are particularly at risk. In fact, the EPA has said that formaldehyde, used in construction glues and other building materials, may also cause cancer.



How you can minimize the exposure of organic vapors or VOCs in your home:

- Make sure you provide plenty of fresh air when using products with strong vapors.
- When buying a new home, or when having work done on your existing home, ask that low VOC construction materials be used - low VOC paints, carpets, and other materials are available if requested.
- Dispose of any unused products as directed and in a safe manner according to label directions.
- Choose products with low vapors or VOCs.

For more information on VOCs visit EPA's website at www.epa.gov/iaq/voc.html



• Is your drinking water safe?

• Where does your water come from?

• Has your water been tested lately?

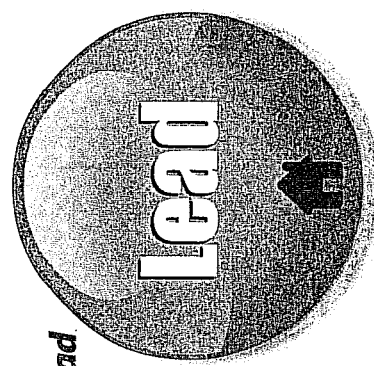
Clean drinking water is necessary for good health. Harmful chemicals and germs can get into your drinking water and pose a threat to your health.

If you have a well or other private water supply, test your water frequently (minimum of once a year) to ensure that the water is safe to drink. Public water systems are regulated by the EPA, some states and tribes, and are required to test for contaminants and report results.



- If your water comes from a public water system, read your water quality report carefully.
- Do not flush unused prescription drugs or dispose of hazardous items down the toilet or drain.

Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4791) or at www.epa.gov/safewater/lead



• How can you find out if you have lead on your walls or in your home?

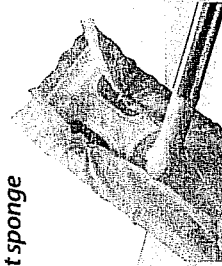
• What are the effects of lead poisoning in children?

• How do you keep lead out of your home?

Lead is a highly toxic metal and can affect anyone. The most common way lead gets into the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. Children ages 6 and younger are at particular risk of lead poisoning because their brains are developing rapidly and they frequently place their hands, toys, and other objects that could have dust from lead-based paint in their mouths. Some older and newer toys may contain lead or lead paint, and toys can pick up lead from contaminated soil or house dust.

How you can minimize the risk of lead in your home:

- Keep your home clean and dust-free.
- Wipe up any paint chips or visible dust with a wet sponge or rag.



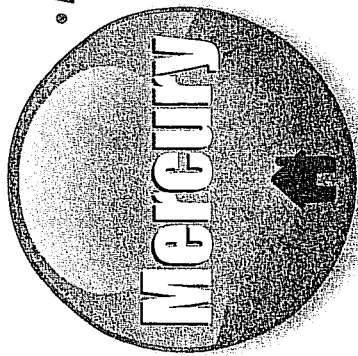
• Wash children's hands, bottles, pacifiers and toys often.

• Wipe and remove your shoes at the door and wash your hands often.

• During home renovations, repairs or maintenance jobs, hire only contractors that are trained in lead-safe work practices as required by law.

For more information on how to live lead-safe in your home, go to www.leadfreekids.org

For more information on lead, visit EPA's website at www.epa.gov/lead



- **Do fish contain mercury?**
- **Is there mercury in your home?**
- **Did you know that fluorescent light bulbs contain mercury?**



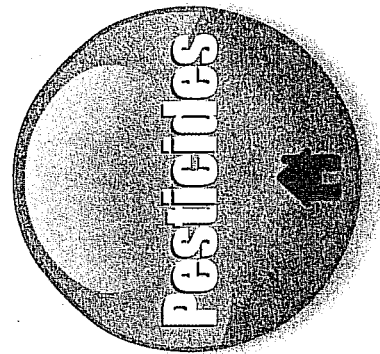
Mercury is highly toxic and can affect adults and children, particularly children in the womb. Mercury may be found in some fish and shellfish caught in local lakes and streams or bought in a grocery store. Children exposed to high levels of mercury in the womb can have problems with memory, attention, language, and fine motor and visual skills. Mercury from broken liquid thermometers or fluorescent light bulbs can also cause health effects when inhaled.

Symptoms of mercury poisoning include: tremors; mood swings; irritability; nervousness; insomnia; weakness; and headaches. At higher exposures there may be kidney effects, respiratory failure and death.

How you can minimize the risk of mercury in your home:

- To clean up broken fluorescent light bulbs and mercury thermometers, first open a window to air out the room. Next, using rubber or latex gloves carefully scoop or pick up broken pieces by using stiff paper or cardboard, or a sticky tape, and place them in a glass jar with metal lid or in a plastic bag to minimize any exposure to released mercury vapor.
- Pregnant women and children should avoid eating high amounts of fish such as shark, swordfish, king mackerel, or tilefish, because they contain high levels of mercury.
- Recycle burned out fluorescent light bulbs or old mercury thermometers rather than disposing of them in regular household trash by contacting your local waste collection agency or your local building supply store.

For information on fish advisories go to www.epa.gov/waterscience/fish
For information on clean up go to www.epa.gov/cfl/cflcleanup.html and www.epa.gov/mercury/spills/index.htm#thermometer



- **Are you bugged by bugs?**
- **Do you have ants in your home or weeds in your garden?**
- **Is there a safer way to control pests?**

Exposure to some household chemicals, such as pesticides, may cause harm to humans, pets or the environment, if not used properly. Effects may range from mild distress like nausea or dizziness, to injury to the lungs or damage to the nervous, reproductive, endocrine and immune systems.



Homes may have common pests such as cockroaches, fleas, ants, and mice. Weeds and harmful insects might be found outdoors in lawns and gardens. Pesticides are often used to kill and prevent these common pests.

Always carefully read and follow all instructions on product labels for use and storage of pesticides, and keep them out of the reach of children. Properly dispose of unused pesticides and empty pesticide containers according to the product label.

How you can reduce pests and the use of pesticides in your home:

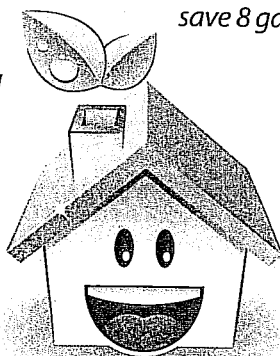
- Clean up crumbs, spills and pet food to prevent pests.
- Store food and pet food in tightly sealed glass or plastic containers.
- Place tight-fitting lids on trash cans.
- Properly dispose of unused pesticides and empty containers according to the product label.
- Install door sweeps and weatherstripping and seal cracks and crevices around pipes and other areas to prevent pests from entering your home.

For more information go to www.epa.gov/pesticides/about/index.htm

Make Your a Home Green Home

*Tips to save energy, save money, and
make your home more environmentally-friendly*

- Reuse items such as old computers, clothing, and appliances by repairing them, donating them to charity, or selling them to reduce landfill waste.
- Recycle materials such as newspapers, glass, metals, plastics, computers, and cell phones.
- Compost food and yard wastes to be used in gardens and landscaping.
- Use mulch around trees and plants.
- Never pour paints, cleaners, oils, batteries, pesticides or other chemicals down the drain, on the ground, into the storm sewer, or throw them in the regular trash – properly dispose of these products at your local county collection site.
- Turn off unused lights and unplug appliances when not in use.
- Choose products that carry the ENERGY STAR® label.
- Use caulk or weather stripping to seal your home's outer walls and gaps around windows and doors to conserve energy.
- Save water and money by running your clothes washer, dryer, and dishwasher only with a full load.
- Repair leaky faucets, showerheads, and toilets.
- Take a 5-minute shower, which uses 10-25 gallons of water, rather than a full bathtub, which uses up to 70 gallons!
- Turning off the faucet while you brush your teeth can save 8 gallons of water a day!



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