EXTENSION VENTURE CAPITAL FUND PROPOSAL

I. **Title of Project: House Records Organizer**

II. **Principal Investigators:**
   - Laura Au-Yeung, Director, Summit County Extension
   - Jacque Miller, Extension Agent, Larimer County Extension
   - Elisa Shackelton, Director, Moffat County Extension
   - Kenneth Tremblay, Jr., Housing Specialist and Professor, Design and Merchandising

III. **This is a state-wide project involving the following counties with active Healthy Colorado Homes work team members:**
   - Arapahoe - Sheila Gains
   - Archuleta - William Nobles
   - Boulder - Ann Zander
   - Chaffee/Park - Kurt Jones
   - Custer - Karen Crumbaker
   - Eagle - Glenda Wentworth
   - El Paso - Sheila Barry
   - Gilpin - Irene Shonle
   - Jackson - Debbie Alpe
   - La Plata - Wendy Rice
   - Larimer - Jacque Miller
   - Mesa, Ouray, Delta - Rhonda Follman
   - Moffat, Routt, Rio Blanco, Grand - Elisa Shackelton
   - Montezuma - Jan Sennhenn
   - Summit, Garfield - Laura Au-Yeung
   - Weld - Donna Leiss

IV. **This project is under the Strong Families, Healthy Homes core competency area.**

V. **This project is affiliated with the Healthy Colorado Homes work team.**

VI. **Situation Statement**

*Problem.* The goal of the Healthy Colorado Homes (HCH) work team is to promote healthy housing environments for Coloradans. Americans spend approximately 60% of their time inside their homes. Research conducted by the U.S. Environmental Protection Agency has shown that air inside the home is five times more polluted than outdoor air. The HCH work team’s efforts are focused on creating public awareness of indoor health hazards such as radon, mold, second-hand smoke, hazardous materials, carbon monoxide, lead-based paint, and other biological and chemical pollutants. The work team’s radon education project funded by the Colorado Department of Public Health and Environment received five awards in 2007. Homeowners are becoming more aware of environmental health concerns and need to take an active role in testing to determine if there are health hazards or pollutants in their homes. Maintaining HVAC, plumbing, and technological systems are vital aspects of a safe and healthy home. Housing also constitutes a family’s largest investment. Keeping good records regarding the house and its maintenance can be useful in tracking the worth of a house and increasing resale value.

*Importance.* Helping homeowners keep better records (warranties, service repairs, and local contacts) of their house systems such as heating, ventilation, air conditioning, and their physical surroundings including the building envelope, soil composition, and septic systems will enable them to make better decisions on how to manage the safety and health of their homes. Homeowners are also becoming more aware of home kits to test the quality of the air in their living environments. An indispensable, complete filing system will assist current and future owners of a house to have essential records and resources readily available. As a team, HCH is identifying ways to strengthen consumer awareness of healthy homes by uniquely packaging research-based information so that homeowners can have easy access to information that Colorado State University Extension can provide with regard to maintaining healthy homes.
VII. Project Description

Address needs. After initial conception, design of a pre-product, and input by county agents and consumers during the spring of 2006, HCH determined that a House Records Organizer needed to be produced and assembled for homeowners to store all the records of homeownership, home systems, repairs, remodels, inventories, resources, etc., as well as including research information and fact sheets about radon, carbon monoxide, mold, chemical hazards, water quality, pest management, small acreage, and other relevant topics. There is a house maintenance and repair log that will be vital to understanding the house as it matures and changes with various homeowners over the years. A listing of suggested records and fact sheets is shown in Figure 1.

The HCH work team members used a small grant from USDA/CSREES to develop and produce 250 copies of the House Records Organizer for a pilot project. The organizer – a compact filing system – consists of a three ring notebook with dividers providing important information, and includes clear page inserts and pockets for storing housing documents and records. Debby Weitzel, Communications and Creative Services, assisted in producing the product. The pilot project period is now over. Based on evaluations by county agents, workshop participants, and students in Tremblay’s CSU housing course, several changes need to be made and support materials developed.

New, innovative, and entrepreneurial. Research revealed only a few resources that assist homeowners with house record-keeping. The House Records Organizer will be the perfect place to keep track of repairs, maintenance, and updates to the house, along with results and actions taken on indoor air quality, water, and soil tests. The product will be sellable as part of an Extension program or as a stand-alone product.

Deliverables. Based on evaluations, House Records Organizer will be revised. Instead of the three ring binder, which proved unwieldy for mailing and carrying to workshops, the guts of the notebook (20 pages) will be copied and wrapped in plastic. County agents will be provided with the complete notebook for demonstration purposes in workshops and the plastic wrapped material will be provided to participants. Participants can then create their own binder or use a different storage system such as a filing cabinet. Training curriculum including a fact sheet and a PowerPoint presentation will be developed for use with the notebook. House Records Organizer will be used in community workshops and sold directly to consumers through County Extension offices, and through the housing industry with mortgage companies, real estate offices, and/or lending institutions based on a marketing plan.

VIII. Anticipated Impacts/Outcomes of this Work

Short-term ~ learning
Revise and produce a product; design evaluation and marketing information for county agents
Produce PowerPoint presentation
Provide training to county agents in support of House Records Organizer and Extension workshops
Continue identifying quality resources and links for various house components

Mid-term ~ action
Disseminate product: House Records Organizer available with Extension workshop
Teach homeowners how to use organizer; generate funds for county offices by selling plastic wrapped House Records Organizer material
Write and publish related fact sheet for use by county agents and consumers
Identify sponsors to assist with funding and dissemination

Long-term ~ changes in conditions
Select consumers with House Records Organizer to identify continued use and updating of records
Identify House Records Organizers left in homes that are resold and impact on next homeowners
Greater awareness by homeowners of health, safety, and wealth issues related to their homes
Colorado families will improve the health and safety of their houses; children will live in safer homes
General House Information
- Title certificate & legal description
- New home warranty
- Homeowners association
- Property plan & house floor plans
- Physical description (photos)
- Insurance information
- Inspection reports
- Engineering reports
- Zoning – land & mineral rights
- Garage opener
- Windows
- Door(s)
- Chimney(s)
- Roof & gutter
- Porch
- Foundation
- Siding: aluminum, vinyl, brick
- Exterior finishes (paint & stains)
- Pest control management
- Termite/bug inspection reports
- Hazardous substances
- Inspection reports

Indoor Air Quality & Testing
- Asbestos-containing materials
- Household hazardous materials
- Molds & mildew observations
- Radon test & reports
- Lead-based paint test
- Smoke & CO alarm systems
- Lead & inventory
- Pest control management
- Termites/bug inspection reports
- Hazardous substances
- Inspection reports

Property & Landscape
- Landscape plan & drawings
- Grass & maintenance records
- Shrubs & trees – flowers & garden
- Sprinkler – irrigation system
- Fountain – waterfall – pond
- Soil test & report
- Water test & report
- Driveway – walks – patio
- Fence – stone walls
- Yard equipment & maintenance
- Weed management
- Wildlife management

House Exterior
- Exterior finishes (paint & stains)
- Siding: aluminum, vinyl, brick
- Foundation
- Porch – deck – patio
- Roof & gutter/downspouts
- Chimney(s)
- Doors
- Windows – skylights
- Garage/carport – attached sheds

Home Interior
- Wall treatments (coverings/paint)
- Flooring
- Light fixtures
- Window treatments
- Front door – special doorways
- Tile – mirrors – murals
- Cabinets – built-in storage
- Other surfaces

Climate Control
- Central – room air conditioning
- Heating system
- Additional heat source
- Fireplace(s)
- Alternative energy (solar)
- Ventilation (fans)
- Thermostat
- Insulation
- Duct work

Plumbing Systems
- Plumbing & pipe location
- Connection to water
- Water heater
- Plumbing fixtures
- Laundry fixtures & drain
- Water treatment system
- Sewer – septic – wells
- Hydronic floor heating system
- Spa – hot tub – pool

Electrical Systems
- Sketches of electrical wiring
- Incoming power sources
- Panel box
- Switches & outlets
- Smoke & CO alarms (hard-wired)

Home Technology Systems
- Cable – Satellite
- Phone lines & jacks
- PC networking & Internet
- Intercom system
- Home security system
- Home entertainment system

Major Appliances
- [stay with house when sold]
- Major kitchen appliances
- Garbage disposal
- Washer & dryer
- Whole house vacuum
- Other built-ins (microwave)

Emergency Preparedness
- Vital phone numbers
- List of emergency supplies
- Content of safe
- Record of escape routes
- Fire extinguisher(s)

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Pages to copy & use as needed:
- House Material or Item Inventory
- House Maintenance & Repair Log
- Records for __________

CSU Extension
Fact Sheet(s)
- Energy conservation in the home
- Fire-resistant landscaping
- Improving air quality in your home
- Lawn care
- Preventing carbon monoxide problems
- Radon in the home
IX. Partnerships

HCH work team members will identify and work collaboratively with:
- U.S. Department of Agriculture
- Local real estate agents, home builders, and/or financial institutions (identify sponsors)
- Colorado Department of Public Health and Environment
- Habitat for Humanity
- Local Housing Authorities
- U.S. Department of Housing and Urban Development

X. Action Plan /Time Line for this Project

2008
- January - March
  Revise the *House Records Organizer* and produce 30 copies of the complete notebook for county agents; 500 copies of plastic wrap materials to be provided to workshop participants
- April - June
  Create PowerPoint presentation and workshop suggestions to help county agents deliver *House Records Organizer* with a program to clients
- July - August
  Recruit county agents and provide training for delivering a program using *House Records Organizer* with an evaluation component; deliver the notebook and other materials to county agents
- September - October
  Write and copy fact sheet on organizing your home for health and wealth; develop marketing plan
- September – December
  County agents delivering workshops and collecting evaluations
- December
  Assess evaluations and identify future sponsors

XI. Evaluation Plan

- Two evaluation tools will be created and utilized to measure the impact and/or usefulness of the *House Records Organizer*. One evaluation tool will be completed by county agents and the other by clients participating in workshops using the notebook.
- Data will be collected through different collaborating partners.
- Long-term evaluation will re-examine actual use and record-keeping by selected users.

Sustainability Statement

**Project life.** The HCH work team will continue use of the project’s products (organizer, PowerPoint presentation, and fact sheet) as part of its on-going objectives. The *House Records Organizer* will be given to workshop participants. Workshop fees will be $35 per person, with $10 returned to the HCH account for future copying and dissemination of materials. Counties will return user fees to CSU Extension. The remainder will cover the costs of delivering workshops and generate revenue for county offices. After the grant period is over the program will be self-sustaining and will expand to include additional counties.

**Generate revenue.** The success of publishing additional products to generate revenue for Colorado State University Extension will be determined by identifying sponsors. Determining cost of product, mark-up for profit, dissemination costs, and user fees (county workshops), along with the process of handling the finances will be identified by Extension personnel.
XIII. Funding Request and Budget Narrative

Time and effort for salary dollars.  
Salary for one HCH work team member is provided by a partnership with USDA for project management and evaluation and by Colorado State University Extension for the Housing Specialist position. Additional professional assistance for helping to develop the PowerPoint presentation, writing the fact sheet, delivering the training, following up on agent questions, and performing the evaluation of the project will be provided by a graduate student working five hours per week throughout 2008. At $10 per hour, the request for funding through Venture Capital funds is $2,600.

How and when dollars for travel, supplies will be expended.  
Travel for approximately 16 county agents to attend a one-day training session at The Ranch in Fort Collins will be needed in July ($100 per county agent for a total of $1,600).

Copying of the 30 complete notebooks ($20 each) and 500 plastic shrink-wrapped House Records Organizer ($5 each) in March will cost $3,100. Copying of the PowerPoint presentation on a CD and the fact sheet will be funded by operating funds of the Housing Specialist.

We are requesting Venture Capital funds of $7,300 for one year. We are confident that the project will grow and be self-sustaining after the one year of support.

Budget

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<thead>
<tr>
<th>House Records Organizer</th>
<th>Venture Capital Funds Requested for 2008</th>
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</thead>
<tbody>
<tr>
<td>Graduate student assistance:</td>
<td>$2,600</td>
</tr>
<tr>
<td>Help to develop PowerPoint presentation, write fact sheet, deliver training, follow up on agent questions, and perform evaluation of the project (5 hours/week for 52 weeks at $10/hour)</td>
<td></td>
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<tr>
<td>Copying complete notebooks (30 copies at $20 each) and plastic shrink-wrapped House Records Organizer (500 copies at $5 each)</td>
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</tr>
<tr>
<td>Travel for 16 county agents to attend training ($100 each)</td>
<td>$1,600</td>
</tr>
<tr>
<td>Total</td>
<td>$7,300</td>
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