

Code Enforcement Memo Prompt  
Research Methods  
PA 515  
Coupet

You are the head researcher for a housing department in a large city in North Carolina. The city is in a bit of a bap loop: complaints from renters about code violations by their landlords have increased. The city is investigating these claims, but enforcement is expensive: it requires several inspections and a lot of bureaucratic processing time. In addition, they are having trouble getting landlords to repair the code violations in a timely fashion.

The Department chief has turned to you to help. To Division Chief, who has not taken PA 515 at NC State taught by the awesome Dr. Coupet, **asks you to find an evidence based solution and issue advice to the department in a two page memo.** You've lucked out and recently learned about a neat solution published in the *Journal of Policy Analysis and Management*.

**Draft a two page (MAXIMUM)** memo summarizing this solution and proposing recommendations. To do so, you must use two important tools. **First**, read "[Nudging Early Reduces Administrative Burden: Three Field Experiments to Improve Code Enforcement](#)" published in the *Journal of Policy Analysis and Management*. You can download it at the NC State library website (lib.ncsu.edu). Closely read the entire article. **Second**, listen to the JPAM *Closer Look* Podcast, Episode 9. This can be found here: <http://www.appam.org/publications/jpam/jpam-podcast/>, as well as on Apple Podcasts.

Use this evidence in your memo, and summarize the findings in a way digestible to impressionable, whimsical, and largely uneducated lawmakers and agency directors. Your memo **cannot exceed two pages in text. Memos exceeding two pages (single spaced) will receive zero points because anything over this is unlikely to be read by legislators.** A reference page should be included and appended to the two-page memo. **You can work solo or in teams of no more than two. Both partners should sign the memo.** Your memo should very briefly **summarize** the overall problem, the solution, and the memo contents, briefly **outline** the sources of data and the research/evidence used, make **recommendations** and briefly explain the reasoning and evidence for each, and briefly explain any **caveats/conditions/limitations**. I can think of at least four relevant recommendations from this particular research design.

As far as a rubric, I will be intentionally open minded as I want you to leave you room to be creatively concise. The reference list should be in APA format. I encourage you think be creative about your approach but concise, clear and rigorous in your evaluation. Again, you cannot exceed two pages (with a third reference page). If you can do it in less, great! But be sure you included enough to make it convincing.

Please email questions to me at [jacoupet@ncsu.edu](mailto:jacoupet@ncsu.edu), although I do encourage you to try to lean on your instincts for this. Its good practice!