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## Finalizing the Property Health Report Completed in Conjunction with Healthy Homeworks, Lewiston

Sophie Landes  
*Bates College*

Hermione Zhou  
*Bates College*

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**Finalizing the Property Health Report  
Completed in Conjunction with Healthy Homeworks, Lewiston**

Sophie Landes and Hermione Zhou  
Bates College Program of Environmental Studies  
December 13th, 2019

## **Executive Summary:**

Poor housing conditions in aging housing stocks continue to affect people living in rental units in downtown Lewiston, Maine. Currently, information on multi-family rental units downtown is difficult to access unless you know exactly what you are looking for. The Property Health Report (PHR) is an online database with a goal of increasing access to information on the safety and health information of multi-family rental homes in downtown Lewiston. Invented by local non-profit Healthy Homeworks, the database includes information on registration with the city, active liens, notices of violation, lead inspection data, and other data relating to financial, legal, and environmental aspects of the property. Publishing this data in an easy to understand way incentivizes landlords to keep their properties up to date and allows tenants to access important information before making significant housing decision.

The PHR was started in 2018 by Healthy Homeworks founder Amy Smith. Before our work began, two other groups of Bates Environmental Studies students (Bourland et al. 2018, Castaneda et al. 2019) and a Bates summer intern worked on the PHR. Building off of the work of Amy and past students, we focused on the logistics behind the data sharing aspect of the project. We researched sample Memorandums of Understandings (MOUs) to help Amy create an appropriate pilot MOU for the PHR. We then negotiated with the city to reach a point where our pilot MOU was signed and a month-long feasibility study began. Along the way, we also acquired and processed data spreadsheets from the City of Lewiston.

Our work on the PHR will hopefully be continued by another Bates Environmental Studies group next semester. While we are quickly approaching the planned public launch tentatively set to be in Spring/Summer 2020, there is still a lot of work to be done to ensure that the PHR is accessible to downtown Lewiston community. Recommendations for next steps include using community organizations as a way to familiarize people with the database, translating the PHR into multiple languages, and nailing down the model so that it can be expanded into other cities facing a similar aging housing stock in the future. The planned public launch along with these important next steps will facilitate the transformation of Downtown Lewiston into a safer, healthier and more welcoming place for people to live in.

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## **Project Background:**

In the United States, aging housing stocks are responsible for a variety of public health issues including respiratory infections, asthma, lead poisoning, injuries, and mental health issues (Krieger and Higgins 2002). The sick, young, elderly, and marginalized communities are more vulnerable to harm from old and deteriorated housing situations than others (Thomson et al. 2013). Lead exposure is particularly dangerous, especially for children under 6, as it has been found to cause irreversible damage to the brain and nervous system, to slow down growth and development, and to cause learning, behavioral, hearing and speech problems (CDC 2019). Often, tenants develop injury and disease from their housing situations because they were unaware of problems before signing leases. The rights of tenants to access all information about potential homes are crucial in these situations. Yet, those rights are often denied before signing rental agreements. Information on the health and safety history of multi-family home properties is held by separate entities and is not readily accessible or easily understood by citizens. In the status quo, there are very few incentives in place for landlords to ensure that their properties are up to standards because information on rental properties is difficult to access. The open data movement aims to make public data readily accessible for cross tabulation, visualization, mapping and more (Gurstein 2011). Open data has the potential to change the way that under-resourced communities interact with the housing selection process.

The city of Lewiston (ME) faces many housing problems similar to the rest of the country. In downtown Lewiston, approximately 90% of the properties were built before 1970 (Harvard Community Development Project 2014). The aging housing stock raises serious health concerns due to problems like structural deficiency, bed bugs, and mold. The most significant factor among all is lead paint found in older homes. Lead was not banned in the US until 1978 which made more than 90% of the housing in downtown Lewiston potential subjects to lead paint (Harvard Community Development Project 2014:36). Between 2009 and 2014, 97 children from the Lewiston-Auburn area were identified as lead poisoned out of 467 children identified in Maine (Pine Tree Watchdog 2016). In addition, almost half (48%) of the downtown population lives below the poverty line and more than half are people of color, including a significant portion of New Mainers (City of Lewiston and Community Concepts Inc. 2018). This demographic factor further complicates tenant-landlord relations in downtown Lewiston where 96% households are renters. On one hand, many landlords are at risk of bankruptcy because of unstable sources of renters and significant financial burden from the maintenance needs of old houses that are prone to deterioration (Harvard Community Development Project 2014:40). On the other hand, there is a history of tenants expressing frustrations with landlords' lack of accountability both to tenants' needs and to maintain the basic functionality and safety of buildings (Harvard Community Development Project 2014, Rice 2018).

Faced with these problems, many have identified housing as a crucial area of focus to improve citizens' well-being and revitalize downtown Lewiston via past and ongoing initiatives. Both the 2008 People's Downtown Master Plan and Harvard's 2013 Recommendations for Neighborhood Redevelopment for Downtown Lewiston identified two important housing changes needed to build a vibrant downtown community 1). Availability of safe, well-maintained, truly affordable housing; 2). Clearly acknowledged and supported tenant- and landlord- rights and responsibilities (Harvard Community Development Project

2014, *The Visible Community* 2008:12). These recommendations on housing became an integral part of the Growing Our Tree Streets (GOTS) plan aimed to revitalize downtown Lewiston--with a particular focus on its core Tree Street Neighborhood--to be a safe, healthy, welcoming, equitable, and vibrant community (Healthy Neighborhoods 2019b). Funding from the US Department of Housing and Urban Development's (HUD) Choice Neighborhoods Initiative and city council's unanimous decision on adopting the plan now paved the way for GOTS to be implemented in downtown Lewiston (HUD 2018, Rice 2019).

*Community Partner and Project:*

As a potential solution to housing and tenant-landlord problems in downtown Lewiston, the Property Health Report (PHR) is an integral part of GOTS. The goal of the PHR is to improve housing and tenant-landlord relations in downtown Lewiston (Healthy Neighborhoods 2019a:144, 264, 70). This online database is designed to make information about multi-family rental housing in downtown Lewiston easily accessible to all people in order to help renters make informed decisions on housing and incentivize responsible behaviors from landlords. The project is headed by a local non-profit, Healthy Homeworks, led by Amy Smith, our primary community partner. Built on the work done by Healthy Homeworks, the past two capstone classes (Bourland et al. 2018, Castaneda et al. 2019), and a Bates Intern in 2019 summer, this project aims to ensure all the necessary documents and data from the City of Lewiston are in place for the successful launch of PHR sometime in 2020. The two previous Bates College groups (Bourland et al. 2018, Castaneda et al. 2019) created a rating system for the database, decided on limiting the scope of the PHR to 450 multi-family homes in the tree streets neighborhood, took photos of all properties being used for the initial launch, and established the necessary data holders. Working off from the big-picture steps completed by previous groups, we focused on the details regarding the data sharing aspect of the project.

**Research Aim, Objectives and Deliverables:**

Aim: To create a sustainable and replicable public database in support of safe, affordable housing by assisting with the planned launch of Property Health Report.

Objective 1: To establish concrete and mutually agreed-upon frameworks (e.g. consent to release housing data, methods for data collection, frequencies of updates, responsibilities regarding data accuracy and data updates) with the City of Lewiston to ensure the timely release and updates of data for PHR.

Deliverable 1: Signed Pilot Memorandum of Understanding (Pilot MOU) with the City of Lewiston: A viable Pilot MOU adapted to and signed by that includes all terms in need of mutual agreement for the timely release and update of data for PHR.

Deliverable 2: Final MOU Draft with the City of Lewiston: adapted from the Pilot MOU and negotiations with the City.

Objective 2: To ensure all data from the City of Lewiston is processed in the correct manner and available for PHR before launch.

Deliverable 3: Draft internal Standardized Operating Procedures (SOPs): To create SOPs to be adapted to data from the City of Lewiston detailing the process needed for

internal data processing within Healthy Homeworks before all data is uploaded into PHR

Deliverable 4: Completed data spreadsheets from the City of Lewiston for 450 multi-family properties to be imported into PHR database.

## Methodology

We carried out the following steps to achieve the objectives and deliverables listed above (see Figure 1. for methodology overview). The project is still in the process of finishing off the reiterative cycle involved in steps 5~10 (more specifically, the ongoing negotiations and consultations at steps 8~10). The following sections will elaborate each step involved in the process.

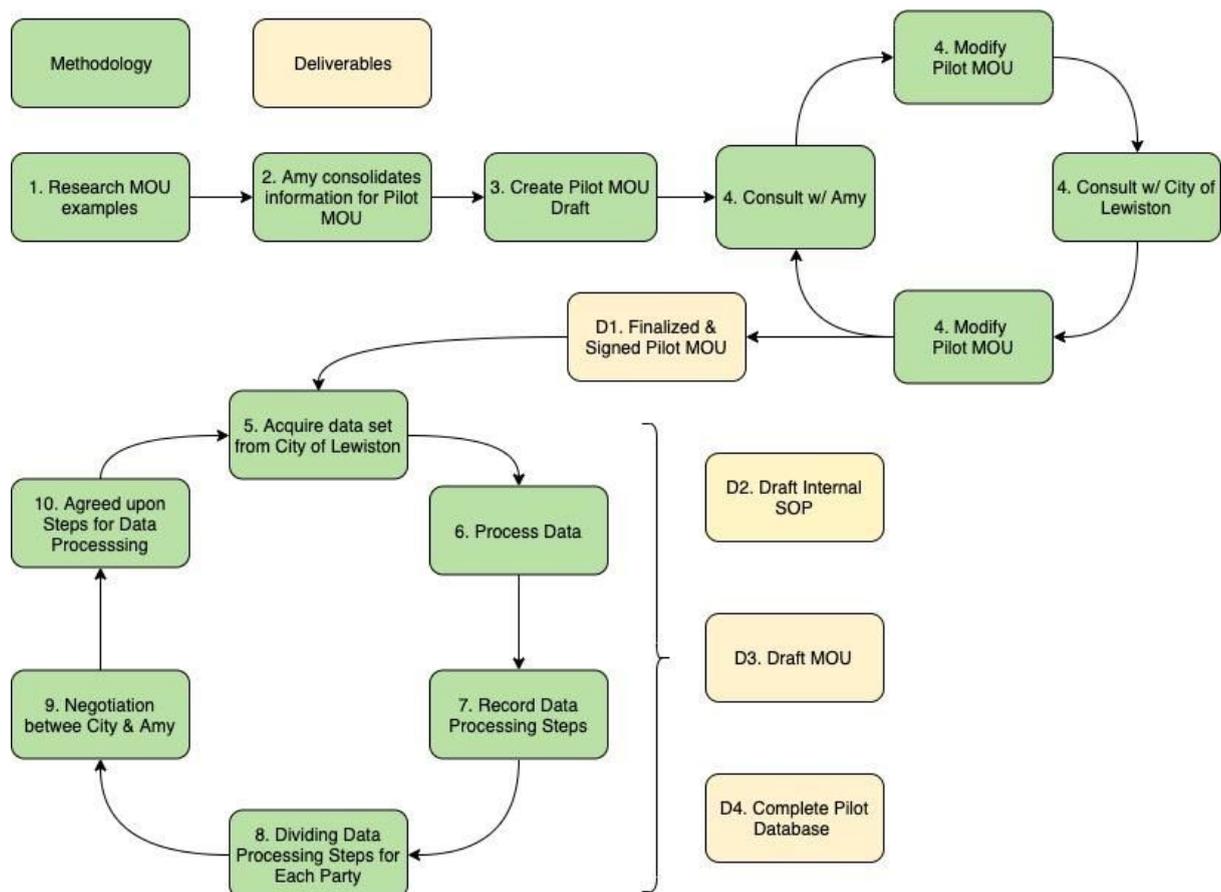


Figure 1. Methodology Overview

### 1. Research Memorandum of Understanding (MOU) Examples for the Pilot MOU template:

An MOU is a document that expresses the common agreement between two parties that usually guides a line of actions in the future (that can be either legally binding or not). In this case, the two parties involved will be Healthy Homeworks (abbreviated as “HH” in following texts) and the City of Lewiston (abbreviated as “the City” in following texts).

This Pilot MOU document was intended to guide a trial run between the city and HH to test out the feasibility of data sharing, data processing and other related steps needed to deliver

and process data for PHR. This document also served as an outline and guide for the final MOU to be signed between HH and the city in early 2020 to finalize the agreement before the launch of PHR.

At this stage, we researched on the internet examples of MOU templates as references to build the backbone for this particular Pilot MOU. This broad search aimed to capture as much diversity in content, format, and terms listed as possible. We found a broad scope of examples in different fields including some examples that are legally binding and others that are non-legally binding. We crafted a skeletal structure of the Pilot MOU for HH for Stage 2.

## 2. Amy's work: Consolidate Information Needed for Pilot MOU

Based on our Pilot MOU skeleton from step 1, HH selected relevant terms from MOU examples to incorporate into our Pilot MOU. HH also filled in information specific to PHR and the two parties involved (HH and the City) to create a Pilot MOU template.

## 3. Create Pilot MOU Draft

Together with Healthy Homeworks we collaboratively created the Pilot MOU Draft from the template made in Stage 2. We designed this document to be detailed enough to lay out all essential terms needed for both parties but also to be as concise as possible for the document to serve as an easily-referred-to guide for future actions. The key fields we identified and included in the Pilot MOU Draft were purpose and scope, background, roles and responsibilities, project management, timeframe, considerations, funding, and section for signatures.

## 4. Reiterative cycle to Finalize Pilot MOU

Once the Pilot MOU Draft template was finished, we entered a reiterative cycle of receiving feedback and modifying with the City and HH (i.e. Amy). Most of the process was done through online editing on a shared Google Doc of the draft Pilot MOU between the two parties and us. The terms of the Pilot MOU were modified based on each party's suggestions and comments on the document. After revision, the document was shared with both parties for more feedback and modification. This process was concluded by a meeting between HH, staff from the City and us where we discussed and made final modifications on the Pilot MOU document.

## **Deliverable 1: Signed Pilot MOU between Healthy Homeworks and the City (See Appendix 1).**

## 5. Acquire Data Spreadsheets from the City of Lewiston

Based on the terms of the signed Pilot MOU, we started to receive raw data spreadsheets from the city as laid out in its terms. The data sharing was achieved through online sharing in a common Google Drive folder whose access was granted to relevant City staff, Healthy Homeworks and us. A list of data spreadsheets received from the city can be found below.

<b>Data Holder</b>	<b>Type of Data Spreadsheets</b>
Lewiston Housing	Housing Deficiency
Lewiston Fire	Life Safety
Lewiston Police	Disorderly
Lewiston Treasury	Public Utilities Owed, Back Taxes Owed
Lewiston Code	Code, Condemned

*Table 2. List of Data Spreadsheets Under the City of Lewiston*

### 6. Process Data Spreadsheets

This step entailed cleaning up, processing and organizing the raw data spreadsheets we received from the City. The aim was to standardize all spreadsheets to make them compatible with the requirements of the PHR database and to make sure all the data included in the spreadsheets are in the most concise and unambiguous form possible. The key processing steps we performed at this stage included:

- Combine spreadsheets
- Remove unnecessary fields
- Remove duplicated data field
- Standardize column heads
- Link all data to parcel ID

One crucial step for processing all the data spreadsheets is to make sure every unit of housing in each spreadsheet is linked to a common Parcel ID. Parcel ID is the unique identifier for each property in connection with all the data provided by the City. It is the best way to identify and categorize properties. Having parcel ID in all spreadsheets--corresponding to respective properties--enables all different kinds of housing data in various spreadsheets to be combined and attributed to their corresponding properties when being imported into PHR.

### 7. Record Data Processing Steps

While processing data spreadsheets, we recorded all the steps taken for each spreadsheet in a document. This document--containing all the necessary steps to transform raw data spreadsheet from the city to the final spreadsheet ready to be imported into PHR--was then used as the backbone for the next steps to generate the internal Standard Operating Procedure (SOP) and to modify terms for the final MOU.

### 8-10. Negotiate, Modify and Finalize Data Processing Steps for Each party

This process involved ongoing negotiations between the City and Healthy Homeworks to divide up the work needed to process the raw data spreadsheets obtained from the City in Step 5. As shown in Step 6 and 7, upon receiving the raw data spreadsheet from the City, Healthy Homeworks would try to carry out all data processing steps on its own. However, the ideal situation for both parties is that the process can be simplified if the City could change some of its data recording steps and data template used when creating the raw data spreadsheet. In this case, the raw spreadsheet provided by the City to Healthy Homeworks afterwards can be more compatible with PHR and will decrease the workload for HH to

process each data update in the future. Yet, extensive effort is needed to negotiate each party's role in modifying and processing the data spreadsheet. For example, one of such negotiations in process is regarding the Code Cases spreadsheet that goes through three stages before it becomes available to PHR: 1). The spreadsheet with data recorded in the field by code officers; 2). The spreadsheet recorded by the City that is modified from the field spreadsheet to be compatible to the City's data software; and 3). The final spreadsheet processed by Healthy Homeworks after receiving that from the City. The ongoing negotiation for this data involved back-and-forth conversations between Healthy Homeworks, the City staff and Code Office to figure out what steps can be done at each level for the final data spreadsheet to be compatible with PHR and those steps will be written down as responsibilities for each party in the Final MOU and internal SOP (see Results section).

## **Results & Discussions**

This project is a part of a larger plan to build the foundation for and prepare for the launch and operation of the Property Health Report by spring/summer 2020 that intends to democratize data on multi-family housing in downtown Lewiston. The democratized data helps to provide useful, accessible and interpretable data to renters and build strong accountability between renters and landlords. In addition, as an integral part of the Grow Our Tree Streets neighborhood transformation plan, PHR will facilitate the documentation of housing condition changes in downtown Lewiston and facilitates the goal of improving housing conditions in downtown Lewiston in general (Healthy Neighborhoods 2019b).

Our original plans for this particular project were more ambitious than what we could accomplish and present in this report. This section will focus on some key aspects of this process of scaling down the project and the valuable lessons we learned from the process.

Before *Deliverable 1: Signed Pilot MOU between Healthy Homeworks and the City* was accomplished, we made two major changes to redefine this deliverable. The first change is to scale down from collaborating with all data holders (see Appendix 3) to focusing our effort on collaborating with the City of Lewiston only. There are a couple of reasons for this. Firstly, we overestimated the ease of the process of contacting data holders, getting support to set up meetings to introduce PHR and modifying MOUs for each data holders. Many realistic factors prevented this process from happening on time including some data holders' reluctance to sign off on the project due to the untested feasibility of PHR and their unfamiliarity with it, officer turnovers that left departments short on staff to deal with our request etc. Secondly, both Healthy Homeworks and us agreed that it is the priority for PHR to ensure the timeliness, accuracy and reliability of the data obtained from data holders so it is desirable to start with one particular partner to make sure the process of data acquiring and processing can be done in a timely manner to produce quality data for PHR. Thirdly, we both agreed that the City of Lewiston will provide PHR with a comprehensive repertoire of data that is sufficient for its planned launch in 2020. Lastly, we hope by concentrating our efforts on ensuring the successful collaboration with the City, we can offer a strong proof of the feasibility of PHR to other data holders who could have been reluctant to collaborate with us in the first place due to lack of information on PHR's feasibility.

The second major change we made was to change the original goal of signing the Final MOU with the City into signing a Pilot MOU with the City to test out the feasibility of the entire

process and to produce an evidence-supported Final MOU to be signed off by the City Council later. This step resulted from the City staff's feedback after seeing the MOU draft we presented. Both the City and Healthy Homeworks agreed that it is important to complete a Pilot MOU and to carry out a pilot process accordingly as the first step of our collaboration for several reasons. Firstly, this Pilot process enables both the City and Healthy Homeworks to test out the feasibility of the process envisioned in the MOU for data transferring, processing and uploading for PHR. Both parties will then negotiate and modify responsibilities according to the practicality for each party during the pilot process (see the reiterative cycle in Method Section, Step 5 to 10). Secondly, as mentioned before, both parties involved acknowledges that the quality of the data provided is prioritized over its quantity. By carrying out this pilot study, the scope of the MOU can be modified to include the most feasible set of data spreadsheets to be included into the PHR from the city so that both parties can ensure the timeliness, accuracy and reliability of the data. Lastly, carrying out this feasibility study based on the Pilot MOU will provide strong support for the project when it is voted on by the City Council in the future.

After the reiterative cycle of negotiation on data processing steps with the City is completed, we will fully achieve the last three deliverables of our research. The Final MOU Draft with the City of Lewiston is the second overall deliverable of the project. This document will be based on the framework laid out by the Pilot MOU and modified based on the newly negotiated terms arose during the pilot period. All the terms in the Final MOU Draft should be proven feasible or at least predicted to be feasible based on the experiences of the pilot period. It should include new terms to reflect new responsibilities held by each party, new scope of data involved in the project, and the future timeline for the project etc.

The third deliverable of the project will be a draft internal Standardized Operating Procedures (SOPs) for the use by Healthy Homeworks on any future data received from the City of Lewiston. An SOP is a guiding document that is intended to be followed internally by anyone responsible for processing the data within Healthy Homeworks. This document will include all the necessary data processing steps needed to be done to each data spreadsheet HH receives from the City to make them functional for the PHR. It is anticipated that this document will contain less steps than that were involved in the data processing period during the pilot run under the Pilot MOU. After negotiations, City of Lewiston will agree to change some of the data formatting and representation to provide Healthy Homeworks with data spreadsheets that need less processing than that is needed by raw data spreadsheet during the pilot period.

The fourth and final deliverable for the project will be completed data spreadsheets from the City of Lewiston for 450 multi-family properties. We have started processing the data, but it is not completed yet. The main data spreadsheet processed so far is the full assessor sheet from the City. Field names for this data sheet are municipality, parcel, streetNumber, street, dwelling type, landSqFt, numUnits, owner, book, page, dateLastSold, priceLastSold, assessed, numBedroom, numBath, yearBuilt, pricePerBedroom, pricePerSqFt, propertyTax. Other spreadsheets that are close to completion are: trash and debris, heat and hot water, cade cases and open lead abatement orders,

Through the negotiation processes, we learned the importance of collaboration, especially when working on a legal type of document. It was crucial for both the city and HH to be

comfortable with the final version of the MOU. The best negotiations involve constant feedback and revisions in order to work towards an acceptable final product for both parties.

### **Recommendations for Next Steps**

This semester-long project is only a small portion of what needs to be done for the Property Health Report. In this section we recommend some ideas on next steps for the continuation of the work on the PHR. We divided those recommendations into three sections based on timescale and their importance to PHR's launch 1). Essential Next Steps Before Launching the PHR; 2). Recommended Steps Before Launching PHR; 3). Recommended Long Term Steps.

#### *Essential Next Steps Before Launching the PHR*

Before the PHR is launched during spring/summer of 2020, a few steps need to be taken. After the feasibility test for the pilot MOU is complete, HH must present the final version of the MOU to the City Council for it to be approved by the City of Lewiston. A finalized internal SOP for data from the City using results and feedback from the feasibility study must then be created. In January, it will be required for all landlords in Lewiston to have their properties registered with the city through the Rental Registry Law. This data needs to be incorporated into the beta version of the PHR because in order to receive a green rating the property must be registered with the city.

#### *Recommended Steps Before Launching PHR*

Before the PHR beta version is launched we recommend that a user survey be carried out. This survey should include three sets of questions for the three distinct user groups to collect feedback on different aspects of the PHR from: landlords, tenants, and data holders (see Appendix 2). Additionally, the process of negotiating, signing, and carrying out the Pilot MOU and Final MOU should be carried out with other data holders other than the City of Lewiston (see Appendix 3) to increase the scope of the data covered by PHR.

#### *Recommended Long Term Steps*

Once the database is made public, we believe that it is crucial to take steps to make sure that PHR is truly accessible to all users and potential users. One way to do this is to continue to collect data through user surveys. This feedback will be an essential way to continue to improve the PHR. Existing community organizations are a great resource for spreading the word about the PHR. Organizations that we identified are Lewiston Public Library and Lewiston Public Schools, Maine Immigrant and Refugee Services, and Public Health Entities including Healthy Androscoggin, B-street clinic, CMMC, and St. Mary's Nutrition Center. The wide array of organizations will be helpful in reaching the diverse downtown Lewiston population. Due to the large population of New Mainers downtown, we recommend that the PHR to be translated into the top five most spoken languages in Lewiston. Lastly, once steps for the process are nailed down, the PHR model can be expanded to cities facing a similar aging housing stock elsewhere in the US. A PHR Handbook can be created to lay out all the standard processes and steps needed for a similar PHR program to be created, negotiated and carried out in other cities.

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## **Appendix 1: Pilot MOU Between Healthy Homeworks and City of Lewiston**

### **Pilot Memorandum of Understanding (MOU) between**

Healthy Homeworks, a Maine nonprofit 501(c)(3) organization with offices at 550 Lisbon Street, Lewiston, Maine 04240 (hereinafter “HH”)

and

The City of Lewiston, a municipality in the state of Maine with offices at 27 Pine Street, Lewiston, Maine 04240 (hereinafter “the City”)

#### **1. Purpose & Scope**

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to investigating the feasibility of sharing data to populate the Property Health Report (hereinafter referred to as “the PHR”), an online system that aggregates data from public sources to create a report displaying the aggregated data so that more information can be obtained about the physical, environmental and financial status of a property. The PHR is designed to offer decision support to renters, buyers, municipalities, and other community stakeholders, and to reduce the burden of individual requests on the owners of the public data.

In particular, this MOU is intended to establish the relationship between the parties and set forth each party’s roles and responsibilities with respect to performing the feasibility study.

#### **2. Background**

The City is generally responsible for collecting, generating, storing, maintaining, and sharing data. A subset of this data is Public Data, defined as information that can be freely used, reused, and redistributed by anyone with no existing local, national, or international legal restrictions on access or usage. Members of the public routinely contact various departments within the City to access Public Data, which may be stored in a variety of computer systems, physical locations, and formats. Such data requests can be time-consuming and costly for the City, and can be onerous and not timely enough for the public.

HH is a nonprofit organization dedicated to helping create healthy housing by building collaborative relationships between property owners and renters by providing resources and educational experiences that empower landlords and tenants to become confident, capable, respectful partners who are mutually invested in the properties they share. The PHR supports this mission by providing stakeholders across the community with aggregated Public Data regarding housing health.

Public demand for data related to multi-family rental properties in the City is high and growing. To satisfy this demand in a cost-effective, reliable, accurate, and timely manner, the City shall investigate the feasibility of delivering a specific subset of Public Data on a regular basis to Healthy Homeworks, who would in turn publish the Public Data on a regular basis in the PHR.

### **3. Roles and Responsibilities**

Healthy Homeworks shall:

- Work with the City to define the number and location of multi-family properties to be included in the PHR.
- Define and document the exact set of Public Data needed from the City.
- Collaborate to understand the City's current data policies, processes, and systems, and work with City staff to determine the simplest and most cost-effective method for extracting the needed Public Data.
- Create and document a simple procedure and method for transferring the Public Data to Healthy Homeworks on a monthly basis.
- Load a sample set of Public Data into the PHR, and then provide private access to all City data owners and administrators for review and revision.

The City of Lewiston shall:

- Work with HH to define the number and location of multi-family properties to be included in the PHR.
- Work with HH to explain the City's current data policies, processes and systems.
- Collaborate with HH to determine the simplest and most cost-effective method for extracting the needed Public Data .
- Provide to HH the defined and documented set of Public Data needed from the City.
- Pilot the new procedure and method; test and revise as needed.
- Review the sample set of data in the context of the PHR, offer feedback, and approve a revised version that would be desirable to release to the public.
- Conclude whether the project is feasible based on:
  - Whether it is technically possible for the City to extract reliable data on a regular basis.
  - Whether it is financially feasible for the City to commit resources to the ongoing delivery of the data.

### **4. Project Management**

HH shall provide an Implementation Project Manager to collaborate with the City and to meet all of its responsibilities as specified in this agreement.

The City shall provide specific contacts who will meet all of the City's responsibilities as specified in this agreement, for example:

- A technical contact who will work with other City staff to develop and refine the data extraction method.
- Department contacts for each department providing Public Data.
- An administrative contact who will meet the other responsibilities.

### **5. Timeframe**

HH and the City agree to this timeframe:

- The feasibility study shall begin on the signature date of this MOU.

- The City and HH shall collaboratively define the desired data set within 30 days.
- The City shall provide to HH a sample data set as soon as technically possible after the set is defined.
- HH shall load the sample data set within 15 days of receipt of the data.
- Iterative review, feedback, and revisions of the data and the PHR by the City and HH shall conclude by January 30, 2020.

If the project proves feasible and is subsequently approved by the City Council, this time frame allows the public release of the PHR to occur shortly after the Rental Registration deadline of March 30, 2020.

## **6. Considerations**

Confidentiality:

- Prior to the public launch of the PHR, all documentation, screen snapshots, and access to the live software is strictly confidential. No materials may be shared publicly, and only named individuals with authorized login accounts may access the PHR.
- It is the responsibility of the City to provide only Public Data to Healthy Homeworks. As such, it will be impossible for HH to make any confidential data available via the PHR.

Timeliness of Data Sharing and Publishing:

- Reliable data that's updated on a specific, published schedule are the keys to building user confidence in the PHR. HH and the City understand that ongoing timely and accurate performance of data sharing and publishing activities are critical to the feasibility of the project.

## **7. Funding if the project is found to be feasible**

The Property Health Report is a new online publishing service, developed by Old Port Innovations, LLC ("OPI"), a Maine corporation in good standing owned by Amy Smith. HH and the City are collaborating to implement Lewiston as the first municipality in the PHR. As such, this is considered a pilot program, and is offered to the City at no cost for the first three years.

Implementation cost for the next municipality is projected by OPI to be \$40 per property. Annual maintenance is projected to be 10% of the initial implementation cost, or \$4 per property per year. The City has approximately 1,000 multi-family properties; by participating in the pilot program, the city is saving \$40,000 in implementation and \$12,000 in annual maintenance fees over the 3-year period.

After the 3-year period, the City may choose to continue offering the PHR. At that time the annual maintenance cost is currently estimated to be \$4 per property per year.

## **8. It is mutually understood and agreed by and between the parties that:**

- This MOU may be amended at any time by mutual written agreement of the parties.

- This MOU may be terminated by either Party (i) effective thirty (30) days after written notice of breach by a Party of a material term of this MOU, unless such breach is fully remedied within that thirty (30) day period or (ii) upon entrance into a definitive agreement regarding the PHR.
- Nothing in this MOU requires or prevents the parties from entering into or taking any steps to complete a further written agreement.

**9. Effective Date and Signature**

This MOU shall be effective upon the signature of City and HH authorized officials. It shall be in force from (date) \_\_\_\_\_ to (date) \_\_\_\_\_.

City and HH indicate agreement with this MOU by their signatures.

**City of Lewiston, Maine**

By: \_\_\_\_\_

Print Name and Title:

**Healthy Homework**

By: \_\_\_\_\_

Print Name and Title: Amy B. W. Smith, President

## **Appendix 2:**

Sample questions for user survey:

### *For Tenants*

- How did you hear about the PHR?
- How do you usually access the PHR?
- Is information easy to interpret?
- Did you get all the information you needed from the PHR?
- Did you have any issues with the format?

### *For Landlords*

- How do you usually access the PHR?
- Does the PHR make you more inclined to keep your properties up to code?
- Did you have any issues with the format?

### *For Data holders*

- These questions will be finalized once feasibility study with City of Lewiston is complete

***Appendix 3. All Data Holders that PHR Needs Data From***

<b>Data Holder</b>	<b>Type of data</b>
Department of Health and Human Services	Lead Abatement Order
Community Concepts (CCI)	Lead Risk, Lead Abatement Order
Androscoggin Registry of Deeds	Other Payments Owed, Bank Owed
Maine Secretary of State	LLCs not in Good Standing
Lewiston Housing	Housing Deficiency
Lewiston Fire	Life Safety
Lewiston Police	Disorderly
Lewiston Treasury	Public Utilities Owed, Back Taxes Owed
Lewiston Code	Code, Condemned

*Table 3. A Complete List of All Data Holders PHR Takes From.*