

# HELPING TO REDEFINE AMERICA'S AFFORDABLE HOUSING



**Draper & Associates** is an Atlanta-based consulting firm focused on formulating and implementing solutions to a wide range of business and management challenges. For the past 40 years, our consultants have been leveraging their construction, operations, program, and project management expertise to help customers across a broad range of business sectors address pressing business problems and execute strategic business initiatives.

From these experiences, Draper has evolved into a multi-faceted consulting organization fully capable to provide Public Housing Authorities with creative, flexible services to manage growth and facilitate change. Draper's core competence lies in its ability to effectively manage programs and projects of various types, sizes, and complexities—from full scale capital programs to specific strategic, logistical, operational, or financial initiatives.

## ▲ Capital / ARRA Funds Strategic Planning

- Facilitate the definition of and prioritization of projects to be funded by the American Recovery and Reinvestment Act of 2009 (ARRA)
- Develop Master Program Schedules and use proven methodologies to plan, direct, manage, and control the implementation of ARRA projects

## ▲ Contract Administration

- Administer PHA contracts while seamlessly integrating stringent contract file maintenance procedures with established PHA procurement processes
- Conduct periodic internal audits of all contract files, issue audit reports, monitor corrective actions, recommend process improvements

## ▲ Environmental Matters

- Provide technical program management services to identify environmental hazards related to contamination, chemicals, gases, lead-based paint, mold, mildew, underground storage tanks, radioactive substances, air quality, and noise
- Provide oversight of containment and abatement activities, re-evaluation testing, and hazardous materials training for maintenance and property management personnel

## ▲ ADA Accessibility Program Administration

- Review internal policies and procedures to determine alignment with current accessibility regulations and standards, and to identify issues, risks, and corrective actions to achieve compliance
- Develop compliance policies and procedures, train staff, oversee implementation, and create metrics and reports to monitor policy execution

## ▲ Physical Needs Assessment

- Assess the conditions of current buildings and identify all visible components and elements requiring maintenance or planned action
- Calculate the costs for all maintenance projects, determine code compliance issues, rank and prioritize deficiencies by severity and anticipated life cycle, and determine further funding requirements

## ▲ Surplus Property Disposition

- Establish a protocol for equipment re-utilization to maximize the exchange and exploitation of usable resources between property locations
- Liquidate excess serviceable or disposable property through auctions, internet services, and recycling

## ▲ Vehicle Fleet Management

- Administer fleet maintenance contracts, ensuring that contracted services are provided at established discounts, vehicle warranties are monitored, required maintenance is performed, and accident claims are processed
- Administer fuel card contracts, ensuring that fuel costs are competitive, fuel cards and fuel purchases are secure, and billing costs are minimized