_experience the commitment

CGI

Enterprise content management for the assisted housing industry

ECM for Housing

Backed by a satisfied client base, CGI's ECM for Housing delivers the following benefits:

- Dramatically reduces costs and improves efficiency by streamlining and automating operations processes

- Automates the generation of pre-populated forms with embedded bar codes, simplifying annual recertification and contract renewal processes

- Incorporates an approved HUD public housing/section 8 forms library for simplified creation of pre-populated HUD forms and user-defined packets

- Provides hands-free capture and indexing of returned documents to minimize administrative costs

- Assures on-time processing by automatically tracking required or missing documentation

- Generates notices and alerts for overdue or unprocessed documents, maintaining compliance with HUD rules and regulations

- Allows for selective downloading of documents to a CD to assist in HUD compliance reporting and audit trails

Enterprise content management and workflow for the assisted housing industry
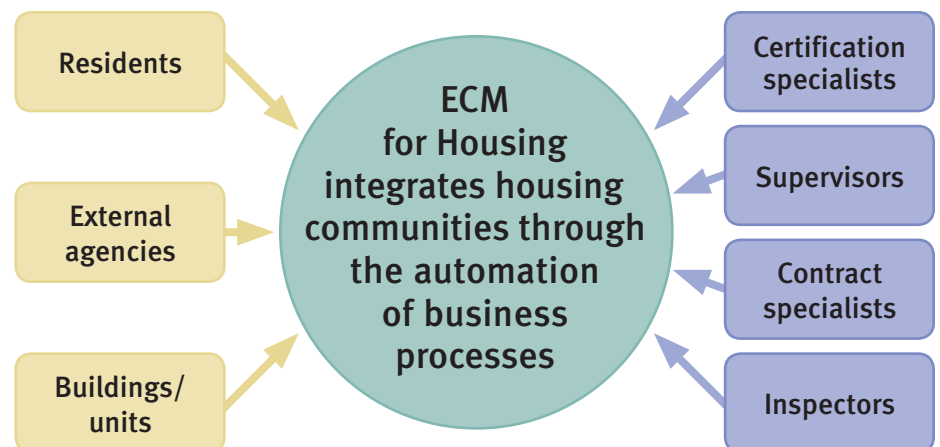
Decreased funding has challenged the assisted housing industry to operate within reduced budgets. To succeed in this tough environment, CGI, a national leader in providing services to the assisted housing industry, offers a tailored enterprise content management (ECM) solution—CGI's ECM for Housing. ECM for Housing optimizes staff efficiencies and reduces costs by decreasing the time required to administer HUD programs and by reducing or eliminating paper and storage costs. The solution leverages the advanced capabilities of ECM technology to efficiently manage and process all information and documents associated with assisted housing processes, such as:

- Applications and certification
- Move-in
- Annual recertification
- Move-out/transfer/termination
- Annual contract renewal
- Document retention/document destruction
- Annual inspections

CGI's in-depth industry knowledge and extensive technology expertise offer unparalleled benefits to housing clients. ECM for Housing helps clients deliver timely and efficient services through real-time local and remote access to housing information and supporting documentation.

CGI's ECM for Housing solution can be seamlessly integrated with current housing software applications, allowing users to take advantage of improved document management capabilities without learning a new application. Records are secure and viewable only by the appropriate personnel. The solution also includes an optional, powerful cross-referencing feature that links applications to resident records and other information, improving both customer service and staff productivity. The solution's scalable architecture allows clients to manage large volumes of resident and other information simultaneously and also enables ECM for Housing to easily expand as new housing programs and additional documents are added.

ECM for Housing provides defined business processes that automate day-to-day operations both internally and in conjunction with external clients and agencies. Automated business processes improve client services, reduce processing times and help clients conform to HUD standards.

Capabilities

Configurable to your document management needs, ECM for Housing includes the following features:
- Automated capture from hard copy, fax or e-mail
- Automated tracking and routing of documents in workflow
- Integration to existing housing property management systems without expensive programming or retraining
- Rules-based document retention and document purge
- 24/7 secured access
- Point-and-click configuration
- Implemented locally or via CGI's hosted services offering

ECM for Housing provides an intuitive user interface that is easily configured to meet individual housing client needs. Documents such as income verifications are generated automatically with pre-populated fields and are routed both internally and externally for processing. Simple task icons allow point-and-click processing with minimal manual intervention.

ECM for Housing includes the following modules:
- Document management
- Workflow
- Electronic forms with automated bar code generation
- E-mail integration
- Image enablement of existing systems
- Records retention

The solution also uses best-in-class components from our partners, including:

Hosting Services

Assisted housing agencies using CGI's ECM for Housing solution have access to our application services provider (ASP) offering, which uses secured data centers to host, maintain and support the application on clients' behalf. CGI's secured, high availability hosting facilities free up valuable agency resources and significantly reduce the cost of deployment. Housing agencies may access their data and applications 24/7 via secured, high-speed connections from most locations within the United States.

A partner of choice

With extensive housing experience and subject matter expertise, CGI has helped federal, state and local government agencies in housing, health and human services, workforce development, courts and education operate more efficiently and improve services to their clients. As a performance based contract administrator (PBCA), we are the largest HUD processor in the United States. Currently, we perform business process services under HUD's PBCA initiative for section 8 contracts within HUD's portfolio in Ohio, Florida, New York, Washington DC, and Northern California.

One of the largest independent business consulting and IT services companies, CGI serves as a knowledgeable, dedicated partner developing and implementing IT oriented solutions that solve clients' business and technology challenges. CGI couples extensive industry expertise with a full range of IT services including management and IT consulting, systems integration, and the full management of IT and business functions.

For more information about ECM for Housing and CGI's other services, please visit us at **www.cgi.com** or call us at (216) 687-1480.

Business solutions through information technology™

![CGI logo]

ISO 9001 certified

For more information: www.cgi.com