



Public Housing Authority

Waiting List Management Solution

At a Glance

For over a decade, Peelle Tech has designed and managed waiting list projects for Public Housing organizations across the nation – more than any other company. Peelle Tech’s Waiting List Management Solution enables Housing Agencies to offer citizens a secure and easy-to-use Web-based applicant portal. Whether your agency opens its waiting list year-round or on a periodic basis, you can outsource the entire waiting list process, including your hard copy submissions, to an experienced team capable of reducing the cost, complexity and risk associated with the management of applicant data.

WAITING LIST MANAGEMENT SOLUTION

Benefits

- Applicants have the option to submit information online through a web-site or via hard copy (mail and fax options included)
- Capable of scaling to over 100,000 applications
- Flexibly adapts to the cyclical nature of waiting projects (scale up or down as necessary)
- Outsourcing significantly reduces administrative expense
- Reduced risk of succumbing to security breaches or losing applicant data; experienced team overseeing a highly secure facility and IT infrastructure

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On-Line Submission
Section 8 Waiting List
November 3, 2008 - November 7, 2008

SECTION 8 WAITING LIST PRE-APPLICATION FORM

The Housing Authority is opening its Housing Choice Voucher (HCV) - Section 8 waiting list for rental assistance to low income families and individuals who qualify for the HCV program. You must complete this form. You must complete ALL sections of the form that are designated as "Required" or your application will not be accepted. All information will be kept confidential. This application does not guarantee you a spot on the waiting list.

ONLY ONE PRE-APPLICATION FORM WILL BE ACCEPTED PER HOUSEHOLD.

PART A: APPLICANT INFORMATION

1. First Name (Required) 2. Last Name (Required) 3. Mailing Address (Required)

4. Apt# 5. City (Required) 6. State (Required) 7. Zip (Required)

8. Social Security or Green Card Number (Required) 9. Age 10. Gender

Online waiting list web-site hosted and managed by Peelle

Proven Web Applicant Submission Form

Peelle Tech’s Solution features an online electronic portal displayed to applicants through a standard Web browser within your agency’s web-site. Peelle’s online applicant portal features:

- A dedicated URL with the look and feel customized to your agency’s web-site design
- Self-service features that enable applicants to create their own account, submit and update application data and track their status
- Multilingual support (English, Spanish)
- Data storage at Peelle’s data center, eliminating IT management by your agency
- Back-end tools for housing authority personnel that include the ability to add notes to an applicant record, export data (CSV, XML) and purge stale data

Hard Copy Submissions Supported

The Peelle Tech Waiting List Management Solution includes document preparation, imaging, data entry and mailroom staff. Applicants not comfortable submitting information over the Internet or who simply prefer paper are able to mail their hard copy applications to a P.O. Box where Peelle receives the mail. Peelle Tech hard copy application options include:

- Pre-printed forms for newspaper, direct mail pieces and standard forms optimized for imaging and data key entry
- Downloadable PDF or Word forms for fill-out and mail in or fax in

All paper forms are scanned and retrievable by key search values. Data from the hard copy applications is entered and consolidated with applicant data from your online website.

Independent, Random Lottery Applicant Ranking

Peelle Tech performs all ranking as a disinterested third party to meet the requirements that you may require. Peelle Tech has developed an algorithm to assign applicant ranking either by a completely random method or through a configurable module that determines whether an applicant will meet program eligibility or preference guidelines and assign a ranking number accordingly.

Established Infrastructure Secures Sensitive Data

Waiting list applicant data contains personal, private information on both paper and on-line electronic forms and Peelle Tech understands how critical it is to protect and secure this data. All application processing is performed at Peelle Tech's 12,000 square foot facility located in Northern California's Silicon Valley. The document imaging and data processing areas feature key-coded entry doors, video surveillance and access control systems only accessible by Peelle employees or escorted guests. Access to the IT environment is granted only to Peelle employees with a biometric hand scan and the surrendering of a government issued ID. The data center facilities are SAS 70 compliant, having undergone extensive, 3rd party security and audit assessments.

ABOUT PELLE TECHNOLOGIES

Peelle Tech is a leading provider of data and document management services and solutions to the government and commercial marketplaces. Peelle Tech has been offering innovative, outsourced waiting list management solutions to housing and redevelopment agencies nationwide for over a decade. Peelle's full range of services include document and microfilm scanning, data entry and SAAS/document hosting. These services are complemented by system solutions that incorporate enterprise-class content capture and management software (e.g. Laserfiche, EMC Documentum, Kofax), document scanners, custom software development and award-winning customer support.

