

GUIDELINES

The purpose of the Resident Wellness Center (RWC) is to enhance the overall health and well-being of residents living in developments CAHEC helps finance. CAHEC provides exercise equipment as an accessible resource for residents to maintain and/or improve their physical health.

Grants may be awarded up to a maximum of \$3,000 to \$5,000 (dependent on CAHEC's net equity contribution). Site utilization of this program must take place no later than one (1) year beyond the property's fully qualified occupancy date. After this time, the site forfeits its eligibility for this program. A site must be placed in service in order to apply.

Developments interested in receiving funding for a RWC must have appropriate facilities on-site to ensure the safety of residents and to protect equipment from abuse, theft and vandalism. Equipment may be chosen "a la carte", based on resident needs and available space. A property is limited to one (1) application request for equipment. All RWC equipment is required to be insured under the project's insurance policy. Proof of insurance should be present upon delivery. The vendor will deliver and install the equipment at no charge to the site. Approximate dimensions for equipment are as follows:

- Treadmill: 36"W x 83"L (needs 115V @ 15 Amp power source)
- Elliptical Trainer: 32"W x 79"L x 66"H
- Recumbent Bike: 25"W x 64"L x 46"H
- Dumbbell Rack: 36"W x 50"L x 30"H
- Flat Bench: 20"W x 22"L x 47"H
- Exercise/Stretch Folding Mat: 24"W x 72"L x 2"H

The Community Programs Representative is encouraged to conduct an orientation for residents prior to use. The orientation should include basic equipment training and general rules of operation.

At least once per quarter, RWC sites are required to arrange for local supportive service agencies to voluntarily provide on-site health enhancement activities such as fitness classes, support group meetings, regular visits by health care providers for screenings, educational workshops, etc.

The RWC is to be utilized solely by residents in projects CAHEC helps finance, and is not to be combined with additional facilities and/or available for usage by the general public. As donors of all RWC equipment, CAHEC reserves the right, at its sole discretion, to refuse funding for future Resident Wellness Centers to an owner/developer if it determines that the current RWC facilities are not being made available to residents at times convenient for their usage or that no/little effort to educate residents on the proper usage of the equipment is taking place.

RESPONSIBILITIES

CAHEC

- Train Community Programs Representative to administer the program
- Provide program forms and marketing materials
- Review RWC applications
- Notify applicants of approval/denial
- Arrange for exercise equipment delivery and installation
- Conduct annual on-site evaluation of RWC

OWNER/COMMUNITY PROGRAMS REPRESENTATIVE

- Market RWC program to current/prospective residents

RESIDENT WELLNESS CENTER



- Complete and submit RWC application to CAHEC
- Include RWC equipment under project insurance policy
- Provide secure facility for RWC
- Conduct RWC orientation program for residents
- Arrange for local supportive service agencies to voluntarily provide on-site health enhancement activities
- Establish and maintain regular operating hours
- Ensure resident users sign-in and out of RWC
- Maintain program documents
- Oversee maintenance of RWC space and equipment
- Complete and submit annual evaluations and provide regular updates of RWC participation

RESIDENT PARTICIPANTS

- Attend RWC orientation program
- Sign in and out during each use of RWC
- Utilize the RWC in accordance with posted schedules and rules of operation
- Complete program evaluations, as requested

PROCEDURE FOR IMPLEMENTATION

1. Owner completes and submits RWC application
2. CAHEC approves or denies application
3. CAHEC and Community Programs Representative schedule equipment installation
4. Community Programs Representative markets RWC to residents
5. Community Programs Representative conducts RWC orientation for residents
6. Community Programs Representative schedules events/ workshops/ classes in the RWC
7. Community Programs Representative oversees maintenance of RWC space and equipment