

## Rex Williams Wellness Grant

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### Application Guide

All Community Investments grant applications must be submitted electronically through CAHEC's [Community Investments Online Application](#) (CI Online). Applicants must request a CI Online User ID from Stefanie Lee at (919) 645-9825 or [slee@cahec.com](mailto:slee@cahec.com). An applicant is defined as an owner of the ownership entity.

1. Visit <https://cionline.cahec.com> and log in using the assigned User ID and Password. Upon initial log in, CI Online will require a password reset. An applicant should not share his/her User ID and Password.
2. Next to **Application Type**, use the drop down menu to select **Rex Williams Wellness Grant**.
3. Click **New Application**.
4. Verify the **Property Information** – wellness equipment will be delivered to this address.
5. Complete the questions under the **Guidelines Agreement**.
  - a. To set up the required consultation to discuss equipment best suited for the designated wellness room, contact Dave Marsic at Prosource Fitness Equipment (919) 781-8077.
6. Click **Request Items** to select equipment recommended during the consultation with the CAHEC Foundation's fitness equipment provider.
  - a. Adjust the quantity if requesting more than one of a particular item.
  - b. Click **Add to Order** to add an item.
  - c. A \$275 freight charge will automatically be added to the total order.
  - d. A Delivery/Installation charge will automatically be added to the total order; calculation is based on property location.
  - e. An application cannot be submitted if equipment costs, freight, and delivery exceed the grant amount.
7. When the request is complete, click **Return to Application**.
8. Requested items will be displayed in the blue table.
9. **Document Checklist:**
  - a. **Upload** a high definition photograph of the investment property's fully constructed wellness room.
10. Additional comments can be added to the **Comments and Notes** section.
11. Review the **Statement of Understanding and Commitment** and check box.
12. Saving and submitting an application:
  - a. If the application is not complete, click **Save**. This will allow the applicant to return to the application at a later time.
  - b. To edit and complete a saved application, click **View** in the blue table beside the investment property's name.
  - c. Click **Save and Submit** when the application is complete.
13. A notification email will be sent to an applicant when an application is submitted to the CAHEC Foundation.

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14. Check the status of an application by logging in to <https://cionline.cahec.com>.
15. If an application is denied, an email will be sent to an applicant detailing the reason(s) for denial.
  - a. Applications can be resubmitted with corrections as long as the eligibility period has not expired and the grant criteria is still met.
    - Once an application is resubmitted, the application process and notification emails will occur as indicated above.
16. If an application is approved, an applicant and the applicable property management company will receive an email containing an award letter and the *Installation Verification Form*.
  - a. The *Installation Verification Form* details the wellness equipment requested. Utilize this form to check off items as they arrive at the investment property.
  - b. The CAHEC Foundation's fitness equipment vendor will contact the ownership entity to schedule delivery and installation.
  - c. Within 10 days of receipt of the fitness equipment, the appropriate onsite personnel is required to fax or email the completed Installation Verification Form to Stefanie Lee at (919) 645-9826 or [slee@cahec.com](mailto:slee@cahec.com).