



*Muskegon – Oceana Community Action Partnership
1170 W. Southern Avenue Muskegon MI. 49441
phone: 231-725-9499 fax: 231-725-1959*

September 29, 2010

Thank you for inquiring about the Weatherization process. Enclosed is a fact sheet that lists the income guidelines, documents needed as well as the Action Centers that are available to assist you with the application process.

The Weatherization process is a series of steps that include going to an area Action Center to fill out an application. You will need to call an Action Center to schedule an appointment. We process the applications here and send out a decision notice to clients to let them know if they have been approved for weatherization. Please note, this is not an emergency program, there is a waiting list that spans from 5 to 7 months. However, we are working diligently to move through our list as efficiently as possible.

When we reach your number, we will send you an additional letter letting you know that an energy audit specialist will be out to your home to conduct an audit of what measures need to be taken. This program is designed to help reduce the amount of energy people use as well as prevent the loss of heat from your home. All actions taken on your property have to be approved measures allowed by our funding source.

After the evaluation of your home, contractors will contact you to set up a time to perform the work.

Once the work is complete, we will perform a post inspection to make sure all measures needed were performed on your home. Each of these steps are very important to the process and our clients need to be available for each step of this process, including the post inspection and any follow up work that needs to be done. If you are not available we do require that you have someone there that is at least 18 years of age or older.

If I can further assist you please use the contact information listed below and I would be glad to help.

Sincerely,

Vera D. Rowe
WX Administrative Assistant
MOCAP
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