August 31, 2016

Dear Friends and Neighbors,

The energy assistance team at Oregon Coast Community Action (ORCCA) is once again preparing for the winter heating season. We are hopeful that funding will allow us to meet the need of all households that sign up for winter assistance, however, if the funding is not sufficient to meet everyone’s need, completed applications will be processed on a first come first served basis. Once we receive our LIHEAP funding we will begin processing applications. We expect to receive our funding sometime after the 2nd week in November. Once we begin processing applications you will be contacted by phone with details of the assistance provided to your household. Please watch your utility bill for your assistance if you have not heard from us by March 31, 2018.

**FAILURE TO SUPPLY THE DOCUMENTS LISTED BELOW WILL RESULT IN THE POSSIBLE DENIAL OF YOUR APPLICATION**

- Application
  - Filled out completely and signed
- A copy of Social Security Cards for all members of your household
  - A DHS food stamp printout may be used in place of missing Social Security Cards
- Photo ID for all adults in your household
  - 2 bills with name and current address can be used in place of photo ID
  - Or a DHS food stamp printout
- 90 days proof of income
  - TANF printout
  - Pay Stubs or wage printout showing company name, employee name and gross pay
  - Social Security Benefits Award Letter for the current year
  - Child support payment history from Oregon Department of Justice (if out of state or informal child support please fill out the Declaration of Personal Income form)
  - Unemployment payment printout showing full name
  - VA Benefits Award Letter
  - Pension statement showing gross monthly amount or 1099
  - Adoption assistance monthly award amount
- For applicants claiming zero income a DHS food stamp print out will be required
- Most recent power bill which shows the service address for the account
  - Applicants seeking assistance with wood, propane, oil, natural gas, and pellets a copy of your most recent power will also be required.
Utility Bill and Name on Account
You must attach a copy of your most recent bill. Without a copy of the bill for the account you wish to get assistance with we won’t be able to assist you. The name on the account must be of an adult living in the household. If you have an account for propane, oil, wood, or pellets please provide a receipt from the past 12 months from your supplier. Please indicate company and any split in assistance that you desire. Example: 50% to electric bill, 50% to oil provider. Please note that we will no longer be able to split wood payments.

When the Funding Comes In
Typically, we receive our funding between October 1 and mid-December. Once funding is made available we issue payments based on the return order of applications. In a typical year we receive enough funding to serve all waitlist requests. However, it is possible that funding will be delayed and/or not enough to assist all applicants. The sooner you get your application in to us the better chance you have of receiving assistance.

Incomplete Applications
If an application is not complete it will be placed in a pending status and you will receive a Notice of Action stating the information needed to complete your assistance application. If you fail to supply the information necessary within the time frame noted on the Notice of Action your application will be denied and you will receive no further notice from us.

• If you apply for crisis assistance at one of our offices on or after 10/01/17 you will not be eligible for assistance using this application.

• Oregon Coast Community Action’s energy assistance programs are not entitlements. Because these programs are voluntary, failure to apply for assistance in a timely manner, complete and sign applications or refusal to provide necessary documentation is grounds for denial of service.

PLEASE MAIL ALL COMPLETED APPLICATIONS BACK TO:

COOS: ORCCA
1855 Thomas Ave.
Coos Bay, OR 97420

CURRY: ORCCA
P.O. Box 836
Brookings, OR 97415
Applicant Name: __________________________ # In Household: __________ Phone #: __________________________

Physical Address: __________________________________________ Mailing Address: __________________________

City: __________________________ State: __________ Zip: __________ Email Address: __________________________

Does anyone work or volunteer for ORCCA? Check here □

Please provide the names of ALL people living in your house as they appear on each household member’s Social Security Card

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
<th>Social Security Number:</th>
<th>Highest Grade Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Type of Health Insurance?</td>
<td></td>
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<td></td>
<td></td>
<td>Race</td>
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</tr>
</tbody>
</table>

**INCOME: Check all that apply for each individual**

- □ Wages
- □ Unemployment
- □ Social Security/SSI
- □ VA Benefits
- □ Pension
- □ Child Support
- □ Zero Income
- □ Seasonal/Migrant Farm worker
- □ Self-Employment
- □ TANF
- □ Other

Income: $___________

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- □ Self-Employment
- □ TANF
- □ Other

Income: $___________
If you require more space for additional household members please attach a separate sheet of paper, make sure to include all information required.

Monthly rent/mortgage cost: $__________

**Type of Dwelling Being Heated**

- Own My Home □ / Renting My Home □
- House □ Mfd. Home □ Apartment (2-4 Units) □ Apartment (4+ Units) □ Mobile Home □ Travel Trailer

**ENERGY INFORMATION: Please provide the information listed below and attach copies of your heat supplier’s monthly billing statements. If you are seeking assistance with wood, propane, oil, or pellets please provide a copy of the monthly billing statement for your electricity supplier.**

What is your primary heating source? □ Electric □ Propane □ Oil □ Wood □ Pellets □ Other_________

Name of energy/heat supplier: ___________________________ Account# ___________________________

What is your secondary heating source? □ Electric □ Propane □ Oil □ Wood □ Pellets □ Other_________

Name of energy/heat supplier: ___________________________ Account# ___________________________

If splitting your payment amount please indicate percentage you want to go to each supplier:

___________ % to ___________________ and __________ % to ___________________

**APPLICANT DISCLAIMER AND RELEASE:**

I understand that these programs are voluntary; if I choose to apply for assistance I must provide all required information. During application processing I may be asked for more information in order to determine my eligibility.

I understand that the information I provide to complete this application will be used to determine and verify my eligibility for energy services and for the purposes of referral, research, evaluation, and analysis. I understand that if I feel my application was unjustly denied or not processed in a timely manner, I may be entitled to a fair hearing if requested within 30 days of the completion date of the application or date of denial. Any such request for a hearing must be in writing and delivered or mailed to the service provider. In addition to any appeal rights from such hearing granted by the service provider, I may contact the Oregon Housing and Community Services Department (OHCS) within 30 days of the hearing decision to request that OHCS review the hearing decision for material deficiencies. The request for OHCS review must be in writing and delivered by email to energyservices@oregon.gov or mailed to 725 Summer St NE Suite B, Salem OR 97301. Review by OHCS, and the manner thereof, is at the sole discretion of OHCS.

I declare, under penalty of perjury, that the information I provided to complete this application is true and correct and that any funds received by me will be used solely for the purpose of paying my energy costs.

My signature gives consent for other offices of the state and federal governments, their designated subcontractors, and the utility(ies) or home energy supplier(s) identified in this application to share information related to my application including information about my account(s) including, but not limited to, account number, account name, service address, annual usage or consumption, and annual costs. I agree to hold harmless and/or release such organizations from and against any claims, losses, demands, damages, or liability of any kind caused by or allegedly caused by such disclosure.

I authorize my utilities and/or my fuel suppliers/vendors to release my account information to OHCS and to the service provider for the purposes of providing energy services for the current program year (10/1 to 9/30). I am the account holder or the customer’s authorized agent for the utility, fuel supplier, and/or fuel vendor service accounts(s) identified in this application.

-----------------------------------------------------------------------  --------------------------
Applicant Signature                                              Date
DECLARATION OF PERSONAL INCOME

This form is to be used for:

- 18 and older applicants or household members having no income
- Receiving regular payments
  (Example: funds through and informal child-support agreement)
- Receiving other income or benefits that qualify as income for Energy/Housing/Dental assistance
  (Example: odd jobs or cash assistance from friends or family)

COMPLETE THIS FORM AND ATTACH A COPY OF YOUR 3 PAGE FOOD STAMP PRINT OUT

Name: ______________________________________________________________  __________________________

Relationship to applicant: ______________________________________________________________

Applicant name (if different) ______________________________________________________________

SECTION 1 - OTHER SOURCE OF INCOME

Please check all of the following that apply. Do you receive income from the following?

☐ Odd Jobs  ☐ Family or Friends  ☐ Local Churches  ☐ Child Care  ☐ Child Support

Other (Please Explain) ______________________________________________________________

SECTION 2 - INCOME

If you have no income, how long have you had a zero income? ______________________________

How much money have you received in the last 90 days? ______________________________

Last 30 Days $__________________  2 Months Ago $__________________  3 Months Ago $__________________

SECTION 3 - RENT, FOOD, & UTILITIES

How do you pay for your rent? __________________________________________________________

Do you have a Section 8 Voucher? Yes or No  Do you live in low income housing? Yes or No

How do you pay for food? __________________________________________________________

How do you pay for your utilities? __________________________________________________

I certify that the information is complete and accurate to the best of my knowledge. I understand that I am signing this statement under penalty of denial of service now and in the future and prosecution if I give false information that will result in my receipt of Energy/Housing/Dental services for which I am not eligible.

Signature: __________________________ Date: __________________________
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- Child Care
- Child Support
- Other (Please Explain) ___________________________________________________

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Signature: __________________________ Date: __________________________

1855 Thomas Ave • Coos Bay, OR 97420 • (541) 435-7080 • www.orcca.us
Our Vision
Positive change for thriving communities

Our Mission
Oregon Coast Community Action provides services and resources; helping people in need, fostering self sufficiency, and empowering individuals and families.

Board of Directors
To see our most current list of board members visit: www.orcca.us/contactus/bod

Service Territory
ORCCA’s service territory is approximately 3,800 miles, covering Coos, Curry, and western Douglas Counties. Our territory has a combined population of 88,294. The percentage of people living below the poverty line in our service area is high, with a rate of 17.6% in Coos County, 14.8% in Curry County, and 16.0% in Reedsport.

As a private non-profit umbrella agency, Oregon Coast Community Action provides cost effective joint administration, leadership, and support for children’s programs and emergency services on the southern Oregon Coast. Our network of programs works to feed, house, warm and educate people.

We are Community Action because...

Everyone should have food
As the South Coast’s regional food bank for the Oregon Food Bank, our network of local food pantries and meal sites are committed to the belief that no one should be hungry.

Everyone should have a safe, warm, and affordable home
We help families find and stay in affordable housing through services such as housing counseling and rental programs. Households stay warm through energy assistance, energy education, and weatherization programs.

Everyone should have access to resources to thrive
ORCCA offers emergency medical and dental assistance as well as assistance for individuals to acquire Social Security benefits and health insurance. In addition to programs that are under the ORCCA umbrella, we also support a number of local non-profits through grants, facilities, and other support.

Every child needs more people who care
Through South Coast Head Start and Great Afternoons, ORCCA serves infant to elementary children by providing comprehensive education experience and social services for the entire family. The Court Appointed Special Advocates program provides volunteers to advocate for children in foster care.

Everyone has something to give
ORCCA also gives opportunities for neighbors to help neighbors! Contributions of volunteer time, specific items, and money from community businesses and donors are used to create a brighter future for the most vulnerable families in our region.

By working together, we can all thrive.
ORCCA helps build a community where all South Coast families thrive and live with dignity and respect.
**Emergency Food Box Sites**

**Bandon**
- **Bandon Restoration Worship Center**
  Service Days: 4th-Thu. each month 4pm-6pm
  89 North Ave NE, Bandon, Oregon 97411
  (541) 347-4900 or (541) 404-8100
- **Bandon Good Neighbors**
  Service Days: 1st Tue of each month 9am-12pm
  1100 11th St. SW, Bandon, Oregon 97411
  (541) 347-3268

**Brookings**
- **Brookings-Harbor Community Helpers**
  Service Days: Mon-Fri 10am-1pm
  539 "A" Hemlock St. Brookings, Oregon 97415
  (541) 469-6988

**Charleston**
- **Charleston Food Pantry**
  Service Days: Wed. 10am-1pm
  63081 Crown Point Rd. Charleston, Oregon 97420
  541-756-4920

**Coos Bay**
- **Coos Bay SDA Food Pantry**
  Service Days: Tue 9:30am-12pm
  2175 Newmark Ave. Coos Bay, Oregon 97420
  (541) 756-5812
- **Coos Food Cupboard**
  Service Days: Mon/Wed/Fri 12-2pm
  370 Market St. Coos Bay, Oregon 97420
  (541) 217-0258
- **Salvation Army**
  Service Days: Tue-Fri 9:30am-11am
  1155 Flanagan Ave. Coos Bay, Oregon 97420
  (541) 888-5202

**Coquille**
- **Bear Cupboard**
  Service Days: 1st Tuesday 4-6pm
  2nd-5th Tuesday 11am-1pm
  790 W 17th St. Coquille, Oregon 97423
  (541) 396-6850

**Emergency Meal Sites**

**Bandon**
- **E.A.T. Bandon Barn**
  Service Days: Tuesdays 5:30-6:30pm
  1100 11th St. SW, Bandon, Oregon 97411

**South Coast Food Share**

**Emergency Food Resources**

**South Coast Gospel Mission**
- Service Days: Mon-Fri 7:30-12:00-1, 5-6:00
  Sat 7:30am-8:00am & 5:00pm-6:00pm
  1999 North 7th St. Coos Bay, Oregon 97420
  (541) 269-5017

**The Shelter Home**
- Service Days: Sun-Sat 5:00pm-7:00pm
  745 Koos Bay Blvd, Coos Bay, Oregon 97420
  (541) 267-5331

**United Methodist Church**
- Service Days: Sun 11:30am-1:00pm
  123 Ocean Blvd. Coos Bay, Oregon 97420
  (541) 267-4410

**Gold Beach**
- **Gold Beach Senior Center**
  Service Days: Tuesdays
  756 1st St., Gold Beach, Oregon 97444
  (541) 267-4410

**Other Resources**

**AARP Pantry**
- 460 Winchester Ave. Reedsport Or 97467 Thurs.
  11am-2pm

**ORS Extension Services**
- http://extension.oregonstate.edu/nep/osu-edmateriales/

**ORCCA**
- www.orcca.us
  http://www.orcca.us/resources/.gateway.html

**Bay Area First Step**
- Transitional housing/Meals

**South Coast Gospel Mission Shelter**
- Free Meals M-F, Lunch 12-1, Dinner 5-6

**Western Oregon Advanced Health**
- (WOAH)- Oregon Health Plan

**Newmark Center**
- Food stamps, Day Care

“ORCCA is an Equal Opportunity Provider and employer”

“ORCCA es un proveedor de igualdad de oportunidades y el empleador”
Easy ways to save Energy and Money Now!
And other tips to help you cope with your power bill

<table>
<thead>
<tr>
<th>Heating Your Home</th>
<th>Estimated $ Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Set your daytime thermostat to 68°F</td>
<td>$8 to $10 per month</td>
</tr>
<tr>
<td>o Turn heat down 8°F to 10°F when away from home and at night</td>
<td>$5 to $10 per month</td>
</tr>
<tr>
<td>o Stop drafts-install weather-stripping and caulking around doors.</td>
<td></td>
</tr>
<tr>
<td>o Use a fan to circulate warm air</td>
<td></td>
</tr>
<tr>
<td>o Wash or replace furnace filters monthly</td>
<td></td>
</tr>
<tr>
<td>o Put on extra clothing when you feel cold instead of turning up the heat</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hot Water</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>o Set water heater thermostat to 120°F and turn off when leaving home for more than 3 days</td>
<td>$3 per month</td>
</tr>
<tr>
<td>o Take showers instead of baths and limit them to 5 minutes each month</td>
<td>$3 per occupant per month</td>
</tr>
<tr>
<td>o Wash full loads of laundry in cold or warm water</td>
<td>$3 to $5 per month</td>
</tr>
<tr>
<td>o Don’t run water while brushing teeth, shaving etc</td>
<td>$1 per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refrigerator and Freezer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Set refrigerator temp. to 37-40°F, and freezer to 0-10°F</td>
<td>$1 per month</td>
</tr>
<tr>
<td>o Keep it full! Use plastic containers of water</td>
<td></td>
</tr>
<tr>
<td>o Vacuum refrigerator coils monthly</td>
<td>$1 per month</td>
</tr>
<tr>
<td>o Don’t use second refrigerators or freezers</td>
<td>$4 to $17 per unit per month</td>
</tr>
<tr>
<td>o Don’t “shop” the refrigerator</td>
<td>$1 per month</td>
</tr>
<tr>
<td>o Make sure door seals are in good condition</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clothes Drying</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Hang Clothes outside to dry</td>
<td>$1 to $10 per month</td>
</tr>
<tr>
<td>o Use moisture or automatic settings</td>
<td></td>
</tr>
<tr>
<td>o Separate fast and slow drying items</td>
<td></td>
</tr>
<tr>
<td>o Clean lint filter after every load</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dishwashing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Wash full loads only</td>
<td>$1 per month</td>
</tr>
<tr>
<td>o Use short wash cycle</td>
<td></td>
</tr>
<tr>
<td>o Use Air Dry or Energy Saver Settings</td>
<td>$1 per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th></th>
</tr>
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<tbody>
<tr>
<td>o Use compact fluorescent lighting whenever possible</td>
<td>$1 per bulb per month</td>
</tr>
<tr>
<td>o Turn off the lights when not in the room</td>
<td></td>
</tr>
<tr>
<td>o Use lowest wattage lighting possible</td>
<td></td>
</tr>
<tr>
<td>o Remember to run new CFL’s for 3 hours first time for safety and longevity</td>
<td></td>
</tr>
</tbody>
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<th></th>
</tr>
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<tbody>
<tr>
<td>o Use microwave oven, electric skillets or toaster ovens instead of range</td>
<td>$2 to $10 per month</td>
</tr>
<tr>
<td>o Use lids on pots and pans when cooking</td>
<td></td>
</tr>
<tr>
<td>o Match pan to burner size</td>
<td></td>
</tr>
<tr>
<td>o Don’t preheat oven if item has to cook for 45 minutes or more</td>
<td></td>
</tr>
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</table>
Easy ways to Weatherize your home for winter!

Take Advantage of the Sun
- Open curtains on your south-facing windows during the day to allow sunlight to naturally heat your home (the sun is free heat), and close them at night to reduce the chill you may feel from cold windows.

Cover Drafty Windows
- Use a heavy-duty, clear plastic sheet on a frame or tape clear plastic film to the inside of your window frames during cold winter months.
- Make sure the plastic is sealed tightly to the frame to help reduce infiltration. Keep an eye out to make sure that the plastic does not encourage mold growth.
- Install tight-fitting, insulating drapes or shades on windows that feel drafty after weatherizing.

Find and Seal Leaks
- Seal the air leaks around utility cut-throughs for pipes (anywhere plumbing comes in from under the house or outside) gaps around chimneys and recessed lights in insulated ceilings, and unfinished spaces behind cupboards and closets.
- Check your dryer exhaust vent hood. If its missing the flapper, or it doesn’t close by itself, replace it with a tight fitting model

Maintain Your Heating Systems
- Schedule service for your heating system
- Find out what maintenance is required to keep your heating system operating efficiently
- Furnaces: Replace your furnace filter monthly
- Wood and pellet burning heaters: Clean the flue vent regularly and clean the inside of the appliance with a wire brush periodically to ensure that your home is heated efficiently

Reduce Heat Loss From the Fireplace
- Keep your fireplace damper closed unless a fire is burning. Keeping the damper open is like keeping a window wide open during the winter; it allows warm air to go right up the chimney.
- If you never use your fireplace, plug and seal the chimney flue.
- If you do use wood burning heat, install tempered glass doors and a heat-air exchange system that blows warmed air back into the room.
- Check the seal on the fireplace flue damper and make it as snug as possible.
- Add caulking around the fireplace hearth

Floor Covering
- If you don’t have carpeting, place area rugs around your home to help insulate the floor and keep your feet warm, especially if you have an uninsulated crawl space.

If you are interested in getting on our weatherization waiting list or receiving more information about the services that we offer through that program please contact us by visiting www.oreca.us