

This report summarizes the activities and financial expenditures of the **Belle Haven Community Development Fund (BHCDF)** for April 2026, specifically regarding the **Menlo Park Electrification Bundle Program**.

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## Executive Summary

In April 2026, the BHCDF continued its partnership with Menlo Park Sustainability to distribute and administer electrification equipment to local renters. Key achievements this month included processing four new applications, conducting two home assessments, and completing four AC unit installations.

## Program Performance Metrics

The following table tracks the cumulative progress of residents through the program pipeline as of the end of April:

Resident Status	Total Count
Applications Submitted	14
Home Visits Completed	10
Small Equipment Installed (AC scheduled separately)	6
AC Unit Delivery and Installation Completed	4
Bundle Distributions Completed	9

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## Monthly Operational Breakdown

### 1. Equipment & Outreach

The team focused on both logistical management and direct community engagement:

- **Inventory:** Ordered and stored additional equipment to meet upcoming demand.
- **Direct Support:** Prepped and distributed small equipment to five residents and completed four AC unit installations.
- **Outreach:** Distributed flyers and applications at the **Love Our Earth Fair** and conducted door-to-door canvassing for residents on **1300 Willow**.

### 2. Administrative & Staffing

The program maintained momentum through weekly team meetings and rigorous data management:

- **Processing:** Handled 4 new applications and managed all incoming resident communications.
- **Language Access:** Technical Assistants provided 18 hours of Spanish translation support for canvassing and resident interviews.

### 3. Challenges & Considerations

#### Program Considerations

Renters residing in Gateway Rising and Sequoia Belle Haven will not be offered AC units as part of this bundle. Because these specific apartment complexes already provide air conditioning to residents, the program's AC installation resources are being prioritized for homes currently lacking cooling systems. Residents in these buildings remain eligible for other components of the Menlo Park Electrification Bundle and ongoing program outreach.

#### Resident Considerations

Other than the above exception, residents choose the items they need or want from the list. More applications are coming in as residents see their neighbors receiving the equipment.

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## Financial Summary

The total expenditure for April 2026 was **\$7,185.28**.

### Equipment Costs

Total equipment and storage costs amounted to **\$2,935.28**.

Date	Item	Units	Total Cost
4/16/26	Air Conditioner w/ Heater (including tax)	4	\$2,658.98
4/11/26	Storage Rental	1	\$276.30

### Staffing Costs

Total labor costs for the month were **\$4,250.00**.

Role	Primary Activities	Total Cost
Project Manager	Home assessments, installations, and city reporting	\$1,000.00
Promotores (2)	Outreach, canvassing, and equipment installation	\$1,890.00
Technical/Spanish Support	Bilingual canvassing and translation support	\$900.00
Admin Assistant	Paperwork preparation	\$160.00
AC Installer	Professional AC unit installations	\$300.00

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## Resident Feedback

Early feedback from participants has been positive, particularly regarding the professionalism of the

installation team:

- *"The delivery went perfectly smooth... [I] emailed the signed delivery verification form to Shontelle."*
- *"Shontelle and Shawn were excellent in terms of delivery and installation."*

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## Next Steps

For the month of May, the BHCDF will focus on:

- Processing applications received from the Sequoia Belle Haven and other apartment complexes
- Following up with those who have not responded to email or text
- Continuing 1-on-1 informational interviews and home assessments.
- Delivering and installing small equipment
- Scheduling and executing the remaining AC/Heating unit installations.
- Maintaining active door-knocking and community engagement throughout Belle Haven.