



BHCDF MPEBR March 2026 Monthly Report

Belle Haven Community Development Fund completed the following deliverables and tasks in the month of March 2026

Continued to work with Menlo Park Sustainability to implement the Menlo Park Electrification Bundle Program for Renters Distribution and Administration.

Electrification Equipment

- Ordered and stored additional equipment.
- Prepped and distributed small equipment to 5 residents

Administrative Tasks

- Processed new applications (4)
- Responded to emails and text messages received
- Updated records and forms
- Held team meetings each week

Outreach Tasks

- Presented the program and accepted completed applications at the monthly Kitchen Table Chats, Belle Haven Neighborhood Association and BHCCT meetings
- Emailed, texted and called applicants to schedule a preliminary informational interview (4)
- Followed up with a home visit to confirm information and do a home assessment (4)
- Delivered, installed and tested small equipment with guides (6)
- Distributed flyers and applications at local community events and MP Resource Fair
- Door knocked and distributed applications to:
 - Residents on along Pierce Road, Market Place, Del Norte and Mount Olive apartments on Hamilton

Considerations/Concerns

- One applicant is ineligible for the program. However, we did provide assistance when they informed us that they had lost their job and had concerns about losing their apartment. Since they lived off of Alma in Menlo Park, I provided links to Samaritan House and One Degree assistance services. Note: we are taking note of issues and concerns residents have during the informational interview and home visits and following up with available resources.
- We have 2 applicants that have been inactive for more than a month. We will update their status to inactive.

Next Steps

- Continue to process applications, schedule 1-on-1 informational interviews and home assessments with residents, distribute requested equipment and schedule installation of

the AC/Heating unit if requested. Provide AC installation and a final home visit and document signing.

- Continue to do door knocking, community outreach and engagement in Belle Haven.
- Review locations downtown Menlo Park for flyer and application distribution in the future
- Continue to order and store equipment

Appendices (3)

Equipment purchased in March 2026				
Date	Description	Price per unit	# of Units	Order cost
3/12/26	Solar generator w/ panels	\$549.00	7	\$3,843.00
3/12/26	Induction cookware	\$57.99	13	\$753.87
			Subtotal	\$4,596.87
			sales tax	\$431.01
			Equipment total	\$5,027.88
3/11/26	Storage rental	\$276.30	1	\$276.30
3/18/26	Print services	\$283.74	1	\$283.74
			Grand total	\$5,587.92

Staff Time March 2026			
Staff	Activity	Amount of time	Cost
Admin Assistant	Prepared paperwork for informational interview home assessment and delivery.	4	\$160.00
Project Manager	Ordered additional equipment	2	\$100.00
	Conducted informational interviews and directed home assessments. Oversaw delivery and installation of equipment.	12	\$600.00
	Administrative support: reporting	6	\$300.00
Promotores Ambassadors (2)	Outreach and canvassing in Belle Haven; tabling at MP Resource Fair	20	\$700.00
	Preparing, delivering and installing equipment	24	\$840.00
Technical Assistants for Spanish translation	Provided bilingual support while canvassing and door knocking in Belle Haven and attending community meetings and MP Resource Fair	10	\$500.00
	Provided translation support to Spanish speaking applicants during phone/text calls, informational interviews and home visit.	8	\$400.00
		Staff Totals	\$3,600.00

Resident status	Number
Submitted an application	12
Completed home visit	6
Completed small equipment install; will schedule the AC/Heater installation separately	6