

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

Executive Summary

In May 2026, the BHCDF continued its partnership with Menlo Park Sustainability to distribute and administer electrification equipment to local renters. Key achievements this month included establishing a partnership with MidPen Sequoia Belle Haven Housing to provide resources to their senior residents, processing twenty new applications and completing two AC unit installations.

Program Performance Metrics

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

Resident Status	Total Count
Applications Submitted	20
Home Visits Completed	10
Small Equipment Installed (AC scheduled separately)	10
AC Unit Delivery and Installation Completed	6
Bundle Distributions Completed	10

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 three residents and completed two AC unit installations.
- **Outreach:** Worked with MidPen Sequoia Belle Haven staff to distribute flyers to Seniors. We provided a presentation and application assistance during one of their monthly meetings. Sixteen applications were submitted.

2. Administrative & Staffing

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

- **Processing:** Handled 21 new applications and managed all incoming resident communications.
- **Language Access:** Technical Assistants provided 5 hours of Spanish translation support for the presentation and application assistance at MidPen.

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 and apartments currently lacking cooling systems. Residents in these complexes 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. We have stopped canvassing activities since we have received 39 applications.

Financial Summary

The final expenditures for May 2026 are **\$2,282.80**

Equipment Costs

Total equipment and storage costs amounted to **\$2,282.80**

Equipment orders in May 2026				
Date	Description	Price per unit	# of Units	Order cost
5/8/26	Electric fryer oven	\$199.99	5	\$999.95
6/8/26	Heated blanket	\$58.19	10	\$581.90
			Subtotal	\$1,581.85
		Estimated sales tax		\$148.35
		Equipment total		\$1,730.20
5/11/26	Storage rental	\$276.30		\$276.30
6/11/26	Storage rental	\$276.30		\$276.30
			Grand total	\$2,282.80

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."*

Next Steps

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

- Following up with those who have not responded to emails or texts
- Continuing 1-on-1 informational interviews and home assessments.
- Delivering and installing small equipment
- Scheduling and executing the remaining AC/Heating unit installations.
- Complete an Environment Justice and Project Overview reports for the City

May 2026 ends the first phase of MPEBR. BHCDF will continue to distribute the remaining items requested. There will be a few unrequested items left. The Overview report will provide specific information and recommendations.

Per our agreement we will also maintain contact with each renter for the next 5 years for the yearly check-in. We will continue to provide technical support especially to our Seniors.