



## **California Conference of Directors of Environmental Health**

### **MEHKO GRANT FUNDING FREQUENTLY ASKED QUESTIONS (FAQ's)**

#### **MEHKO Grant Funding for Local Environmental Health Departments**

##### **Background:**

Microenterprise Home Kitchen Operations (MEHKO) Grant Funds are available during fiscal years 2023/2024 and 2024/2025 to assist local health departments with the costs incurred for direct support in implementing the MEHKO program, including program development, public outreach, offsetting permit fees, and enforcement. This assistance will be augmented by technical assistance provided through the California Conference of Directors of Environmental Health (CCDEH). This grant program is being administered by CCDEH under the direction of the California Workforce Development Board (WDB).

##### **WHAT ARE THE TIME FRAMES FOR THE MEHKO GRANT?**

- MEHKO Grant Award Notification letters were mailed on February 15, 2024, to those jurisdictions who submitted letters of intent. The grant amount awarded was based on the funding allocation formulas approved by the California Conference of Directors of Environmental Health (CCDEH) Executive Committee on February 14, 2024.
- To receive the MEHKO Grant funding, the Grant Acceptance Agreement form must be signed and submitted to CCDEH no later than May 15, 2024.
- Upon receipt of the signed Acceptance Agreement for the MEHKO Grant, CCDEH will process your check as soon as feasible.
- A final report on or before May 31, 2025, describing all activities undertaken and an accounting of all grant funds expended during FY 2023/2024 and FY 2024/2025.
- All funds are to be expended by May 31, 2025.

##### **WHAT JURISDICTIONS RECEIVED MEHKO FUNDING?**

- All jurisdictions who submitted a letter of intent, whether they have a MEHKO ordinance, considering a MEHKO ordinance, or have no intention of adopting a MEHKO ordinance received some funding.
- Jurisdictions that currently have a MEHKO ordinance/resolution or considering approving a MEHKO program received additional funding allocations.

- Funding received for "local agencies in process of or considering approving a MEHKO ordinance" is NOT contingent on having a MEHKO Ordinance adopted. Therefore, a jurisdiction is still eligible for the entire grant allocation amount, even if the Board of Supervisors ultimately chooses not to pursue allowing a MEHKO program in that jurisdiction.

#### **WHAT ARE THE REQUIREMENTS & DELIVERABLES FOR THE MEHKO GRANT?**

- A final report on or before May 31, 2025, describing all activities undertaken and an accounting of all grant funds expended.
- Supporting documentation may include approved budgets, timesheets, or other documents to verify eligible expenditures.

#### **HOW CAN THE MEHKO GRANT FUNDS BE UTILIZED?**

##### **Funding for local environmental health agencies with NO MEHKO ordinance or resolution and not considering adoption of a MEHKO ordinance or resolution.**

The following are examples, but not limited to, of activities that the Grant funding can be utilized for:

- Outreach to unincorporated and incorporated cities to notify residents & communities of the regulations pertaining to home prepared foods and MEHKO's.
- Public Workshops/Community Engagement regarding home prepared foods
- Responding to complaints regarding home prepared foods and MEHKO operations
- Enforcement of non-permitted MEHKO operations
- Staff Training

##### **Funding for local environmental health agencies with current MEHKO ordinance or resolution.**

The following are examples, but not limited to, of activities that the Grant funding can be utilized for:

- Direct support activities with implementing the MEHKO program.
- Development of application forms, education, and outreach
- Public Outreach to unincorporated areas and incorporated cities with jurisdiction regarding home prepared foods and MEHKO Ordinance or Resolution
- Meetings with Stakeholder groups
- Public Workshops/Community engagement regarding home prepared foods and MEHKO operations
- Implementation of permitting processes
- Offsetting permit fees
- Staff Training
- Initial site inspections
- Responding to complaints regarding home prepared foods from non-permitted MEHKO's

**Funding for local environmental health agencies Considering Adoption of MEHKO ordinance or resolution.**

The following are examples, but not limited to, of activities that the Grant funding can be utilized for:

- Public Outreach to unincorporated areas and incorporated cities within jurisdiction regarding home prepared foods and MEHKO
- Meetings with Stakeholder groups
- Public Workshops/Community engagement regarding home prepared foods
- Program Development / Preparation of MEHKO ordinance or resolution
- Direct support in implementing the MEHKO program.
- Implementation of permitting processes
- Offsetting permit fees
- Staff Training
- Initial site inspections
- Responding to complaints regarding home prepared foods from non-permitted MEHKO's

If you have other suggestions of how the MEHKO Funds could be utilized, please let us know so we can make sure they would be eligible expenditures. These FAQ's will be updated as needed.

If you have any questions regarding the MEHKO Grant Implementation, please contact:

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