



**California Conference
of Directors of
Environmental Health**

Grant Timeline:

Notice of intent to apply due 1/16/2024

CCDEH Notice to award 2/15/2024

Applications due May 15, 2024

Funds Disbursement June 30, 2024

www.ccdeh.org

**LOCAL GOVERNMENT MEHKO ASSISTANCE PROGRAM
AB 178 GRANTS
LOCAL ENVIRONMENTAL HEALTH DEPARTMENT
LETTER OF INTENT to apply Due January 16, 2024**

1. ENTITY INFORMATION

Name of Jurisdiction: Mendocino County Environmental Health

Name of Department Head, Director or Designee: Marlayna Duley, Director

Address: 860 N Bush St.

City, State, Zip Code: Ukiah, CA 95482

Phone: 707-234-6625

Website: mendocinocounty.gov/eh

E-Mail Address: enviroh@mendocinocounty.gov

Name of Grant Contact: Jessi Laughlin

Address: 860 N Bush St.

City, State, Zip Code: Ukiah, CA 95482

Phone: 707-234-6648

Email Address: laughlinj@mendocinocounty.gov

Number of retail food facilities in your jurisdiction: 863

Number of permanent or pilot MEHKO operations permitted in your jurisdiction: Zero (0)

Do you have an ordinance in place authorizing a MEHKO program in your jurisdiction? YES or ☒ NO

If YES, when was it adopted?

If No, is your jurisdiction considering an ordinance to allow for MEHKOs, even if discussions are preliminary, or do you anticipate consideration in the next 12 months?.

Yes, discussions are preliminary at this time. We do intend to make a presentation for our Board of Supervisors to decide if this is an ordinance we would like to implement and regulate within the next 6 months.

2. GRANT PURPOSE

The purpose of this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board (WDB) and CCDEH is to "to assist local health departments and city code enforcement agencies to apply for reimbursements for costs incurred from the development of application forms, permitting processes, and initial site inspections and for city code enforcement activities related to Micro Enterprise Home Kitchen Operations (MEHKOs) in accordance with Assembly Bill AB 178 – Budget Act of 2022".

This grant program is being administered by CCDEH under the direction of the California Workforce Development Board (WDB). Per WDB and CCDEH contract, \$2,612,000.00 is available during fiscal years 2023/24 to local governments 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).

Funding will be provided to qualifying local EH and code enforcement agencies that have applied for funding by or before the application deadline.

Grant allocation breakdown to the local retail food enforcement agencies is:

- 25% to local environmental health departments with adopted MEHKO ordinance based on number of permitted MEHKOs as of December 31, 2022.
- 50% to local environmental health departments in process of or considering approving a MEHKO ordinance.
- 25% to all local environmental health departments across state based on total number of permitted retail food facilities, incorporating a maximum for very large jurisdictions and a base-minimum for smaller jurisdictions.

Local Environmental Health Departments will receive some of this grant allocation provided you submit this Letter of Intent. The grant dollar amount allocation will be evaluated once the deadline has passed and the Executive Committee approves the recommended allocation formula.

3. SIGNATURE

Director/Department Head or Authorized Designee

Signature:  Date: 1/5/2024

Printed name of Director/Department Head or Authorized Designee:

Marlayna Bourbonnais Duley

Send completed Letter of intent to:

Sheryl Baldwin, Grant Manager

PO Box 2017

Cameron Park, CA 95682-2017

Phone: (530) 676-0715

email to: Sheryl@ccdeh.com

www.ccdeh.org