



**California Conference  
of Directors of  
Environmental Health**

February 15, 2024

Sonoma County Environmental Health  
Attention: Christine Sosko  
625 5th Street  
Santa Rosa, CA 95404

**MEHKO AB 178 Grant Award Notification/Acceptance Agreement**

Thank you for submitting your Letter of Intent for the AB 178 Local Government Microenterprise Home Kitchen Operation (MEHKO) Assistance Program. Based on the information in your letter of intent, you are considering an ordinance to allow for MEHKO's, even if discussions are preliminary, or you anticipate consideration in the next 12 months.

In accordance with this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board (WDB) and CCDEH, some funding will be provided to qualifying local environmental health departments that have applied for the funding.

Based on the grant allocation formula approved by the CCDEH Executive Committee, the Grant Allocation amount awarded to the **Sonoma County Environmental Health** jurisdiction will be \$ **138,015.04**.

This funding is to be used 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).

To receive this funding, your jurisdiction will need to sign and submit the Grant Acceptance Agreement Form (see page 2) **by May 15, 2024**, and then funds will be disbursed by June 30, 2024. This may be done via PDF signature, Docu-sign or a wet signature mailed to the P.O. Box on the Grant Acceptance Agreement form (see page 2).

# MEHKO BLOCK GRANT ACCEPTANCE AGREEMENT

## 1. JURISDICTION:

Sonoma County Environmental Health

## 2. GRANT AMOUNT

Total Grant Amount Awarded to Jurisdiction \$ 138,015.04

## 3. AWARDED FUNDING

If awarded funding through this program, your jurisdiction will need to provide the following verification of compliance with the eligible use of these funds as follows:

All funds are to be encumbered by June 30, 2024, and expended by May 31, 2025

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.

## 4. CERTIFICATION

*I certify under penalty of perjury that the information I have entered on this agreement is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application. I further certify that I am authorized to receive money for procurement of the items herein. All procedures and mandates have been followed in the preparation of this agreement, including financial procurement and when approvals are necessary from the governing body. Any false or incorrect statements may result in the disqualification of this application. By signing this agreement, I waive any and all rights to privacy and confidentiality of the information regarding expenditure of these funds.*

Director/Department Head or Authorized Designee

**Signature:**

**Date:**

Printed name of Director/Department Head or Authorized Designee:

Submit signed agreement to:  
Sheryl Baldwin, Grant Manager  
P.O. Box 2017  
Cameron Park, CA 95682-2017  
Phone: (530) 676-0715  
email to [Sheryl@ccdeh.com](mailto:Sheryl@ccdeh.com)