



CALIFORNIA CONFERENCE OF DIRECTORS OF ENVIRONMENTAL HEALTH APPROVED MEHKO GRANT EXPENDITURES

UPDATED 4/29/24

Notes on reimbursement grants (for Code Enforcement agencies)

- **Billing frequencies:** For reimbursement grants to Code Enforcement agencies only: Multiple applications throughout the grant period are encouraged and accepted so long as the total amount requested over the grant period does not exceed \$20,000 per agency.
- **Unrecovered costs only:** Code Enforcement reimbursement grants are to be used only for otherwise unrecovered costs. They are not intended to supplant or enhance fines, penalties, or fee recovery methods already employed by Code Enforcement agencies.
- **Eligible agencies:** Code Enforcement agencies include any local government agency with responsibility or authority for codes relating to MEHKO activities, including but not limited to Code Enforcement, community services, local building departments, fire departments and/or public safety.
- **Documentation and audits:** Substantiating documentation is required for all reimbursement grant applications. All reimbursements and payments under this grant are subject to an audit by CCDEH or the Workforce Development Board

Notes on entitlement / block grants (for Environmental Health agencies)

- **Documentation and audits:** Substantiating documentation may be required. All reimbursements and payments under this grant are subject to an audit by CCDEH or the Workforce Development Board

Approved full and direct costs - eligible for full reimbursement

	EH	CE
Plan check and permit / application review: Staff time used to plan check MEHKOs, review and approve applications, including MEHKO-specific administrative time. Overtime acceptable. Note: Staff time includes regular, extra help and contract staff.	X	N/A
Inspections: Staff time used to inspect MEHKOs. Overtime acceptable.	X	X
Program and materials development: Staff time used to develop / refine MEHKO ordinances, program processes, and program materials, including preparing for outreach activities, educational and training materials, posting approved MEHKOs on website, as well as translation of documents and materials.	X	X
Complaint response: Staff time responding to MEHKO complaints (includes complaints about unpermitted home food operations as well as complaints about permitted MEHKOs). Overtime acceptable.	X	X
Inter-and-intra-agency coordination and training: Outreach activities and coordination with other state and local agencies as well as internal agency coordination; staff training time spent specifically on MEHKO training.	X	X
Public education and outreach: Staff time used in education about health permit requirements / home kitchen options / operations. Includes outreach efforts and training / informational sessions for the general public / MEHKO operators, etc. Overtime acceptable.	X	X
Program and permit fees: waiving MEHKO application, plan check or permit fees for the duration of the grant period.	X	N/A
Technology: hardware and software exclusively used to support the MEHKO program, including but not limited to computers / tablets used for inspection and documentation, portable printers for providing inspection reports in the field, inspection and complaint tracking software, route mapping software, app or website development for the MEHKO program or to help the public find permitted MEHKOs to patronize, etc. See Partial and Indirect Costs section, below, for partial use cases.	X	X
Equipment and supplies: Directly used for inspection activities, including but not limited to thermometers, clipboards, test strips, forms, paperwork, mileage reimbursement using IRS approved rate, basic staff personal protective equipment (such as gloves and masks used in routine inspections)	X	X

Approved partial and indirect costs - eligible for partial, pro-rated reimbursement

	EH	CE
General public education: work with the general public, which may include street vendors, festivals, fairs, and other general public educational activities. These types of activities must be pro-rated to reflect the time spent specifically discussing MEHKOs and home kitchen operations.	X	X
Technology: Hardware and software that provides support to the MEHKO program as well as other programs including but not limited to items such as computer / tablets used for inspection and documentation, portable printers for providing inspection reports in the field, software such as inspection and complaint tracking software, route mapping software, application or website development. These partial and indirect costs may be approved if the request is only for the costs pro-rated for the portion used for MEHKO / home kitchen related activities.	X	X

Disallowed costs - not eligible for reimbursement

Promotional / reward materials (for incentives for compliance as well as for outreach at general education events) -- branded water bottles, keychains, stickers, pens, t-shirts, baseball caps, etc.
Vehicle purchase, lease or rental
Advanced personal protective equipment (body armor, ballistic vests, pepper spray)
Clothing (shirts, jackets, uniforms, footwear)