

# Community Engagement for the California Satellite Methane Project: Third-Party Administrator Grant Solicitation



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## Overview

### Summary

The California Air Resources Board (CARB) is seeking one or more third-party administrator (3PA) Grantee(s), through a competitive solicitation, to administer grants to community-based organizations (CBO) and collaborate with them to develop and carry out statewide community engagement activities related to CARB's California Satellite Methane Project (CalSMP). CalSMP uses data from earth-orbiting satellites to detect large methane sources. The CalSMP Community Engagement Project aims to provide technical assistance to communities to support understanding of the science of methane as a pollutant, how the CalSMP works to reduce emissions, and the data from the project, and to engage the community on information needs.

A total of \$4,750,000.00 is available through this Solicitation. Up to 33% of the total amount (i.e., \$1,567,000.00) may be used by the 3PA Grantee(s) to support their work with CBOs and administration, with the remainder (i.e., \$3,183,000.00) distributed to CBOs by the 3PA Grantee(s). CARB anticipates awarding up to three 3PA proposals, depending on the number, quality, and scope of submissions. If two or more proposers are awarded, the amount awarded to each will reflect the methane plumes observed in prior aircraft campaigns. Specifics of the award breakdown are provided in the following paragraphs. Up to 33% of any award may be used by each 3PA to support their work.

Proposers will focus their response on one of the three following geographic areas, or may apply for two or three of the regions:

Region 1: the San Joaquin Valley (SJV) Air Pollution Control District; or

Region 2: A combined region including the Amador, Butte, Calaveras, Colusa, El Dorado, Feather River, Glenn, Great Basin Unified, Lake, Lassen, Mariposa, Mendocino, Monterey Bay Unified, North Coast Unified, Northern Sonoma, Northern Sierra, Placer, Sacramento Metro, San Francisco Bay Area, Shasta, Tehama, Tuolumne, and Yolo Solano Air Districts; or

Region 3: A combined region including Antelope Valley, Imperial, Kern, Mojave Desert, San Diego, San Luis Obispo, Santa Barbara, South Coast, and Ventura Air Districts.

Region 1 will be awarded 50% of the total grant (\$2,375,000), Region 2 will receive 25% (\$1,187,500) and Region 3 will receive 25% (\$1,187,500). This reflects the relative number of methane plume detections during previous aircraft campaigns<sup>1</sup>.

CARB intends to have each 3PA focus their efforts on the region(s) described in their winning proposal. Proposers will submit applications that clearly state which region

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<sup>1</sup> *Summary Report of the 2020, 2021, and 2023 Airborne Methane Plume Mapping Studies*

they will be focusing on or proposers may apply for two or three regions in a combined application. CARB will evaluate applications for each region separately. If an applicant that has submitted a proposal for multiple regions is selected for only one region, CARB will work with them to adapt the proposal to a single region. If no agreement can be reached, CARB will select the next highest ranked applicant for that region. If a region receives no applications, CARB may negotiate with the awardee for another region to also cover that region, or may release a new solicitation for that region.

These regions were chosen to align with CARB's methane satellite tasking priorities. Budgets should be proportional to the proposed scope, and proposals will be evaluated for both technical merit and cost-effectiveness. Applicants are strongly encouraged to propose a cost-conscious approach that clearly supports the project objectives and maximizes money used for sub-grants for CBOs.

Selected 3PA Grantee(s) will be responsible for implementing the Grant and fulfilling the responsibilities identified in the Scope of Work in this Solicitation. Applications must be submitted electronically to CARB by 11:59 pm Pacific Time on January 20, 2026, in accordance with the requirements laid out in this Solicitation.

## Background

California has recognized the urgency of addressing the climate crisis and has set ambitious goals including SB 32, which calls for greenhouse gas reductions to below 1990 levels by 2030. Additionally, SB 1383 targets reducing methane emissions to 40 percent below 2013 levels by 2030. AB 1279, which sets a goal of carbon neutrality and reducing greenhouse gas emissions to 85 percent below 1990 levels by 2045.

Methane is a potent greenhouse gas (GHG) – more than 80 times more effective at trapping heat than carbon dioxide over a 20-year period - and is responsible for more than 25 percent of current global warming. It is emitted from sources such as oil and gas operations, landfills, and agriculture, among others.

Between 2016 and 2021, CARB partnered with NASA's Jet Propulsion Laboratory to conduct aerial methane surveys across California. These surveys, while limited, demonstrated the value of remote sensing and laid the groundwork for satellite-based detection. In 2022, California dedicated \$100 million through the State Budget to acquire satellite methane plume data and an additional \$5 million to support community capacity building and engagement with that data. Of this, \$4.75 million is allocated through this Solicitation.

Through a competitive Request For Proposal process, CARB selected Carbon Mapper to provide ongoing, high-resolution satellite imagery of methane plumes in key areas of California. This technology is cutting-edge, greatly expands our understanding of methane emissions, and supports the State's regulations by detecting methane sources that may be leaking. CARB started receiving satellite data in mid-2025. CARB is currently in the process of developing public facing products for public review.

Satellite-based detection enables near-real-time responses, faster than traditional periodic inspections. These early interventions reduce emissions, protect public health, and promote infrastructure safety. Methane is non-toxic, and the concentrations and conditions needed for it to pose a safety risk are rare. Other pollutants may be emitted alongside methane, raising important questions about potential health impacts if present in methane plumes. The potential for health impacts is affected by a number of factors, including the type of co-pollutants, which vary by source, their concentration, how they disperse, and individuals' exposure. CARB is considering ways to improve our understanding of potential presence and impacts of these co-pollutants.

For more information, including the Satellite Data Purchase Program and Methane Data Dashboard, visit the [California Satellite Methane Project \(CalSMP\)](#) webpage.

## Project Objectives and Vision

This competitive Solicitation seeks to select one or more 3PA Grantees. The goal of this is to bridge the gap between technical satellite methane data and meaningful, community-driven engagement. The selected 3PA Grantee(s) will distribute the majority of the available **\$4,750,000.00** in funding to CBO Sub-Grantees, with a limited portion (up to **\$1,567,000.00**, or 33%) of the funds allocated for 3PA costs. These values (\$4,750,000 and 1,567,000.00) are total funds, and will be divided between the selected Grantee(s). If there is more than one 3PA Grantee, the funding will be divided between grantees based on geographic region.

In accordance with the guidelines in this Solicitation, the 3PA Grantee(s) will oversee and coordinate the work of Sub-Grantees to ensure statewide, community-led engagement around the results of satellite-based methane observations. By having the 3PA Grantee(s) work directly with CBOs, CARB seeks to ensure that methane data is not only transparent and accessible but also relevant and actionable for the communities most affected.

Selected 3PA Grantee(s) will partner with CBOs to develop and implement community engagement projects. **These may include, but are not limited to:**

- Gathering community feedback on CARB resources, such as data dashboards
- Developing recommendations for informing communities when a methane plume is detected
- Convening community methane workgroups to support coordination among CBOs and local stakeholders
- Creating educational materials about methane and its impacts (e.g., written content, videos, short-form media)
- Building websites to host public education resources

- Organizing speaker series or local events open to CBOs, local stakeholders, and the public that focus on methane sources, emissions, and health or climate impacts
- Developing a pathway for community members to suggest new areas for program evolution

Through these efforts, this Solicitation seeks not only to inform communities about methane emissions but also to empower them to shape how this data is communicated and acted upon. CARB aims to build long-term community capacity to engage with emerging technologies and ensure that CalSMP's monitoring and mitigation strategies reflect local input.

Ultimately, this initiative will help ensure that satellite-based methane detection translates into real-world benefits: reduced emissions and healthier communities.

Methane sources in California are not evenly distributed across the state. The San Joaquin Valley (SJV) contains the highest concentration of oil and gas operations as well as agricultural sources, while the largest landfills tend to be located near major population centers, such as the South Coast and the San Francisco Bay Area (SFBA). In recognition of these geographic patterns, proposers will be asked to focus their efforts on one of the following three regions:

Region 1: the San Joaquin Valley (SJV) Air Pollution Control District; or

Region 2: A combined region including the Amador, Butte, Calaveras, Colusa, El Dorado, Feather River, Glenn, Great Basin Unified, Lake, Lassen, Mariposa, Mendocino, Monterey Bay Unified, North Coast Unified, Northern Sonoma, Northern Sierra, Placer, Sacramento Metro, San Francisco Bay Area, Shasta, Tehama, Tuolumne, and Yolo Solano Air Districts; or

Region 3: A combined region including Antelope Valley, Imperial, Kern, Mojave Desert, San Diego, San Luis Obispo, Santa Barbara, South Coast, and Ventura Air Districts.



Figure 1. Map showing identified regions, with Region 1 identified in grey, Region 2 in blue, and Region 3 in red.

Proposers may submit applications for one, two, or three regions. If proposing work in more than one region, applicants may submit a combined application. CARB may select a single proposer for all regions or award separate grants to different proposers based on qualifications, proposal content, and alignment with program goals. If CARB chooses for a single region an awardee who submitted an application for multiple regions, CARB will work with that awardee to modify the scope of work for the single region.

For each selected region, the 3PA Grantee, in coordination with CARB, will be responsible for drafting, publishing, and awarding a competitive grant solicitation for CBO Sub-Grantees. For Region 1, CARB requires awarding grants to **a minimum of six (6) CBOs**; for Region 2, CARB requires awarding grants to a minimum of three (3) CBOs; for Region 3, CARB requires awarding grants to a minimum of three (3) CBOs. Funding allocations among CBOs do not need to be equal and should be proportional to the scale and scope of each Sub-Grantee's proposed work.

Once CBO sub-grants are awarded, the 3PA will support the selected CBOs in developing and implementing their community engagement projects—drawing on the activities and projects described above.

## Available Funding

The Budget Act of 2022 and associated budget trailer bills include \$105 million for satellite data to reduce methane emissions, of which \$5 million is designated for technical assistance grants to CBOs to support community engagement.

One, two, or three 3PA Grantees will be selected through this competitive Solicitation. If multiple Grantees are selected, the available \$4,750,000 will be with Region 1 receiving 50 percent of the grant award (\$2,375,000), Region 2 receiving 25 percent of the grant award (\$1,187,500), and Region 3 receiving 25 percent of the grant award (\$1,187,500). The selected Grantee(s) shall adhere to the *2024 Funding Guidelines of*

*California Climate Investments (Funding Guidelines)* and any updates provided to the Funding Guidelines in future years.

The Grant Term for the Grant Agreement (Grant or Grant Agreement) between CARB and the Grantee will begin from the date of full grant execution through March 15, 2029. CARB retains the option to extend the Grant Agreement term and funding if future funding becomes available. The Grantee understands and agrees that there is no guarantee that additional CARB Funds will be awarded or that the Grant Agreement will be extended.

## Timeline

During the Solicitation, CARB will host a Question and Answer (Q&A) session to answer questions about the Solicitation (see Q&A Sessions) and will provide an opportunity to email questions to CARB before each session. CARB must receive complete applications by **11:59 pm (Pacific Time) on January 20, 2026**.

Grant Agreements must be fully executed by the Grantee and CARB no later than April 23, 2026. The Grantee must plan all work to be completed (including a Final Report) and all final disbursement requests for reimbursement must be received by CARB no later than March 15, 2029, to ensure adequate time for processing prior to the end of the fiscal year. All grant funds must be expended within the Grant Term of April 23, 2026, through March 15, 2029.

Timelines are subject to change at CARB's sole discretion.

Table 1. **Solicitation Timeline**

Milestone	Date	Time (Pacific Time)
Release of Solicitation	November 25, 2025	N/A
Q&A Session Question Submission Deadline	December 12, 2025	No later than 5:00 pm
Applicant Q&A Session	December 16, 2025	2:00 - 3:30 pm
Final written Q&A responses posted	December 19, 2025	N/A
<b>Application Deadline</b>	<b>January 20, 2026</b>	<b>11:59 pm</b>
Notification of Missing Proof of Eligibility	January 26, 2026	N/A
Deadline to Update Proof of Eligibility	January 30, 2026	11:59 pm

Table 2. Grant Timeline

Milestone	Date
Preliminary Grantee Selection	February 6, 2026
Draft Grant Agreement to Grantee	February 20, 2026
Draft Grant Agreement returned to CARB	March 11, 2026
Grant Agreement Ready for CARB Final Review	April 6, 2026
Grant Agreement Executed & Grant Term Starts	April 23, 2026
Draft Final Report to CARB	December 31, 2028
Grant Term Ends & Final Report and Final Disbursement Request Deadline	March 15, 2029

## Terms and Definitions

The terms defined below will be bold the first time they are used in the remainder of the document.

**Applicant:** The local government, public institution of higher education, tribal government, or nonprofit organization that is responsible for leading the development of the application under this Solicitation. The applicant becomes the Grantee if their application is selected for funding under this Solicitation. Within this Solicitation the titles Applicant and Grantee are interchangeable. Term is used to refer to the Applicant and all Sub-applicants.

**Community-based organization:** A grassroots-level, nonprofit organization (as defined below) that is place-based and representative of a community or significant segments of a community and provides educational or related services to individuals or other organizations in the community. Community colleges that are part of The California Community Colleges<sup>2</sup> and demonstrate active community participation may also be considered as equivalent to community-based organizations for purposes of sub-grant awards.

**Direct costs:** Actual costs incurred that are directly tied to the implementation of the project, including, but not limited to, personnel costs (i.e., hourly wage), subcontracts, equipment costs, and travel expenses. Profits, profit sharing, shareholder interest, and taxes (real and personal) are not reimbursable as direct or indirect costs for this grant.

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<sup>2</sup> <https://www.cccco.edu/>

Allowable costs are paid on a reimbursement basis only except where all advance pay requirements have been satisfied as set out in this Solicitation.

**Disadvantaged community:** Areas that experience disproportionate amounts of pollution, environmental degradation, and socioeconomic and public health conditions, identified as disadvantaged by the California Environmental Protection Agency per SB 535. Disadvantaged communities include the top 25 percent of census tracts in CalEnviroScreen 4.0, census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest five percent of CalEnviroScreen 4.0 Pollution Burden composite scores, census tracts identified in 2017 as disadvantaged regardless of their scores in CalEnviroScreen 4.0, and lands under the control of federally recognized tribes.

**Grant Term:** The time period identified in the fully executed Grant Agreement, in which all CARB Grant Funds must be spent, and all project activities completed.

**Indirect costs:** Indirect costs are actual costs incurred for services or activities that are not directly tied to a specific project objective but support a common or joint purpose. Allowable indirect costs are a pro rata share of general management (overhead) costs for operations that support the work performed under the Grant Agreement, such as accounting, budgeting, payroll preparation, personnel services, utility costs, rent and centralized data processing not already identified or reimbursed as a direct cost. Profits, profit sharing, shareholder interest, and taxes (real and personal) are not reimbursable as direct or indirect costs. Indirect costs shall not exceed five (5) percent of the total CARB Grant Funds awarded. Allowable costs are paid on a reimbursement basis except where all advance pay requirements have been satisfied as set out in this Solicitation.

**Nonprofit organizations:** Any nonprofit corporation qualified to do business in California, registered with the California Secretary of State, qualified pursuant to subdivision (c)(3) under Section 501 of the Internal Revenue Code, and tax exempt under California state law. For the purposes of this Solicitation, nonprofit organizations must have at least one year of incorporation as a nonprofit organization under Section 501 of the Internal Revenue Code, be in active/good standing with the California Secretary of State and have an office or at least one full-time staff person based in California. Certain nonprofits that are tribally chartered corporations under tribally enacted laws may be exempt from registration with the California Secretary of State.

**Public institution of higher education:** Includes the three public segments of California's higher education system – the University of California, the California State University, and the California Community Colleges.

**Region 1:** The same region defined by the San Joaquin Air Pollution Control District. The region includes the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare and the San Joaquin Valley Air Basin portion of Kern<sup>3,4</sup>.

**Region 2:** A combined region including the Amador, Butte, Calaveras, Colusa, El Dorado, Feather River, Glenn, Great Basin Unified, Lake, Lassen, Mariposa, Mendocino, Monterey Bay Unified, North Coast Unified, Northern Sonoma, Northern Sierra, Placer, Sacramento Metro, San Francisco Bay Area, Shasta, Tehama, Tuolumne, and Yolo Solano Air Districts<sup>3,4</sup>.

**Region 3:** A combined region including Antelope Valley, Imperial, Kern, Mojave Desert, San Diego, San Luis Obispo, Santa Barbara, South Coast, and Ventura Air Districts<sup>3,4</sup>.

**Resource contributions:** Cash match, in-kind services, and leveraged funding from other public or private sources to contribute to funded projects and support their quality, breadth, and longevity within and beyond the Grant Term.

**San Francisco Bay Area:** The same region defined by the Bay Area Air Quality Management District. The area includes Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Santa Clara counties, and the western portion of Solano and southern portion of Sonoma counties<sup>3,4</sup>.

**South Coast Area:** The same region defined by the South Coast Air Quality Management District. The area includes Los Angeles County (except for areas covered by the Antelope Valley AQMD), Orange County, and the western portion of San Bernardino and Riverside counties<sup>3,4</sup>.

**Sub-applicant:** An entity that enters into a partnership with the Applicant for the purpose of applying for a CARB grant and that is responsible for implementing components of the project funded through CARB. Sub-applicants become Sub-Grantees if their application is selected for funding.

## Eligibility

**NOTE—PLEASE READ:** Members of CARB advisory groups cannot be Applicants, contractors, subcontractors, or consultants; cannot provide letters of support or references; cannot be signatories to the Grant Agreement or any other related contracts; cannot be listed as any of the persons completing tasks in the scope of work; cannot have any role in or influence over this Solicitation or the application review or selection process; and, cannot communicate with CARB regarding CARB's decision on the applications received. If a CARB advisory group member makes any prohibited appearance or communication subject to Government Code section 87104

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<sup>3</sup> [California Air Districts and counties included](#).

<sup>4</sup> [Map of California Air Districts](#).

as described above, the application will be disqualified and will not be eligible for an award.

This competitive Solicitation is open to federal, State, or local government entities or agencies, and California nonprofit organizations<sup>5</sup> with expertise in building and maintaining key partnerships, effective outreach to underserved communities, and climate equity incentive programs. Specific requirements for the Grantee are described in this Solicitation and the Draft Sample Grant Agreement (Sample Grant Agreement) (**Appendix B**).

Eligible applicants must meet all applicable requirements of State laws and regulations, the *2024 Funding Guidelines* for agencies that administer California Climate Investments, and this Solicitation. To be considered for the grant award, applicants must fully complete the Application (**Appendix A**) and demonstrate that they meet the Required Elements (see Section V of this Solicitation). The applicant must be in good standing with the Franchise Tax Board and Internal Revenue Service, which means (1) the organization's federal tax-exempt status has not been revoked by the Internal Revenue Service<sup>6</sup>; (2) the organization's tax-exempt status in California has not been revoked by the California Franchise Tax Board<sup>7</sup>; and (3) the organization is not prohibited from soliciting or operating in the State by the California Attorney General<sup>8</sup>. CARB may request clarification regarding application responses during the application review process.

## Scope of Work for Region 1

This section describes the expectations and minimum duties of the Grantee for the San Joaquin Valley (SJV) upon Grant Agreement execution and will be incorporated into the Grant Agreement. These activities are not required to be completed as part of the application in response to this Solicitation, but applicants must describe within their application their approach and ability to complete these tasks in the Scope and Timeline Workplan Template (Workplan, or Project Workplan) within **Appendix A**. The Workplan must include a detailed narrative of proposed activities, including proposed additions to the minimum duties outlined in this Solicitation, approach, milestones/deliverables, and timeline for each task. The Workplan will be evaluated based on content, completeness, and overall implementation strategies.

The Grantee's main responsibilities are outlined below and include four components to ensure the goals of the California Satellite Methane Project Community Outreach are achieved: (1) Grant management; (2) CBO selection, coordination and support; (3) Collation and synthesis of data across communities; and (4) Development and

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<sup>5</sup> California-based non-profit organizations must at all times be registered with and in active/good standing with the California Secretary of State.

<sup>6</sup> <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>

<sup>7</sup> <https://www.ftb.ca.gov/file/business/types/charities-nonprofits/revoked-entity-list.html>

<sup>8</sup> <https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/reports/charities-may-not-operate.csv>

coordination of educational materials across communities. In the Workplan, Applicants must identify Task 1 as "Grant Management." All other tasks may be structured based on the Applicant's preference but must contain the minimum duties as described below. In addition, all proposed changes are subject to CARB's sole approval, and pending acceptance, the Grant Agreement will reflect these changes.

- 1. Grant Management:** This is an administrative task that shall only be used by the Grantee for the administration of this project. Costs for grant management activities cannot exceed 5% of the CARB Grant Funds. The Grantee will manage the Grant according to the terms and conditions of the fully executed Grant Agreement and this Solicitation. The Grantee's administrative duties include, but are not limited to:
  - a. Kick-off meeting with the Project Team and relevant CARB staff to clarify roles and responsibilities, discuss timeline, and outline expectations for project deliverables and procedures.
  - b. Regular coordination with CARB. Given the complex nature of coordinating CBO selection and managing multiple projects, it is important for the Grantee and CARB to meet at least once a month. The frequency of these meetings may vary based on need and mutual agreement between CARB and the Grantee. The Grantee is responsible for meeting preparation materials (such as agendas, presentation materials, etc.) and meeting notes.
  - c. Establish and maintain accurate and detailed project records for each aspect of implementation.
  - d. Prepare project quarterly reports, beginning three months after the Grant Agreement is executed. Reports must contain at minimum: 3PA Grantee task progress; relevant updates on CBOs and their progress; summary of data collected to date; any educational materials in progress or developed; important challenges and barriers with the overall implementation of the project; and lessons learned. Draft quarterly reports must be submitted for review and approval by CARB.
  - e. Develop the Draft and Final Report, in coordination with the Project Team, that comprises a user-friendly and comprehensive assessment of the activities conducted as part of the Grant. A Draft Report must be submitted at least three months before the project end date for CARB review and approval. Recommendations and lessons learned in the report will be used to assess potential methods for informing communities when a methane plume is detected and to improve communication and use of satellite methane data for communities.
  - f. Document and track expenditures of CARB Grant Funds (including funds distributed to the Project Team) and resource contributions continuously. Expenditures and resource contributions must be reported to CARB at least quarterly, with more frequent reporting as needed.

**2. CBO selection, coordination, and support:** The CBO selection, coordination, and support is the core of this Solicitation. This section outlines the required responsibilities, including but not limited to the following:

- a. CBO solicitation and selection.
  - i. The Grantee is responsible for developing the Sub-Grantee solicitation package and advertising the solicitation widely.
    1. Work closely with CARB Staff to widely advertise the solicitation, including to known CBOs and tribal contacts.
  - ii. The solicitation package must require CBOs to describe their past work, including at a minimum:
    1. The name of the community where they live or work
    2. Description of experiences in community research, policy, or advocacy around topics including air quality, climate change, energy, natural and working lands, land use planning, infrastructure, building decarbonization, transportation planning, public health, or a combination of these topics.
    3. Description of experiences engaging with CARB or other government entities to address environmental justice concerns at a variety of scales (e.g., local, county, regional, state, federal).
    4. Description of experiences engaging with local communities, priority populations, disadvantaged communities, and/or tribal communities on environmental justice topics.
  - iii. The CBO application must also include a project proposal that includes, at a minimum:
    1. Description of the proposed project.
    2. Definition of the community or populations of focus.
    3. Description of the characteristics of that population. The characteristics may include, but are not limited to CalEnviroScreen score, major languages spoken, and whether the area is in a nonattainment area for any of the national ambient air quality standards.
    4. Proposed budget for the project.
  - iv. The projects to be performed by CBOs must include:
    1. Developing materials on the effects of methane using various media, including written articles, videos, and short-form videos, with a focus on oil and gas sources. CARB will work closely with Grantees and Sub-Grantees to provide scientific expertise in the development of materials. All materials must be translated into any relevant languages for the communities.
    2. Collecting community feedback on CARB materials (e.g., the Dashboard).

3. Collecting feedback from a community on need for notification methods and if so, their preferred notification methods for different types of local plumes, considering the implications of different notification processes.
- v. The other projects to be performed by the CBOs may include:
  1. Additional projects in other communities to collect feedback about their preferred notification methods for different types of plumes and consideration of the implications of different notification processes.
  2. Developing materials on how CalsMP works and how the data is used by CARB using various media. CARB will work closely with Grantees and Sub-Grantees to provide scientific expertise in the development of materials. All materials must be translated into any relevant languages for the communities.
  3. Additional projects in other communities to collect feedback on CARB materials (e.g., the Dashboard).
  4. Developing recommendations for informing communities when a methane plume is detected.
  5. Developing and convening a community methane workgroup to coordinate among communities and CBOs involved in any of the grants or sub-grants.
  6. Additional projects to develop materials about methane effects through a variety of mediums, including written, video, and short-form video. These materials should either be developed for different mediums or target different areas of methane effects than those covered in iv.3, above. All materials must be translated into any relevant languages for the communities.
  7. Developing a website to house educational materials.
  8. Developing a speaker series for local education on methane sources, emissions, and/or impacts.
  9. Another project proposed by the CBO that focuses on satellite data, methane sources, or methane effects.
- vi. The CBOs in the SJV must, collectively, represent a variety of geographic areas in the region. At least one CBO must represent an interest in oil and gas production and processing (i.e., drilling, refining).
- vii. The 3PA will use the selection criteria to evaluate the applications and award at least six (6) sub-grants to CBOs based in the San Joaquin Valley region. CBOs will be selected by the 3PA, in consultation with CARB. The 3PA and CARB may conduct interviews with applicant CBOs before issuing awards. CARB will have ultimate approval over all CBOs awarded sub-grants.

viii. Funding allocations among CBOs do not need to be equal and should be proportional to the scale and scope of each Sub-Grantee's proposed work. The 3PA will evaluate project funding in consultation with CARB. CARB will make the final determination of the award amount for each CBO.

- b. The 3PA must meet with each CBO at least once per month for the duration of the sub-grant agreement. The 3PA is responsible for ensuring these meetings are scheduled and using the time to verify that CBO projects are on track and to identify any support CBOs might need. The meetings can include multiple CBOs in the same meeting, if the topics and goals covered make it practical.
- c. The 3PA must collect all materials produced by the CBO for inclusion in the quarterly and final reports.

**3. Collation and synthesis of data across communities:** While CBOs will collect data across different communities, this data must be transformed into actionable products for CARB. The specific tasks for this category include, but are not limited to:

- a. Collecting all data from CBO Sub-Grantees and compiling it into standard formats. The data may be quantitative or qualitative, and the format can be determined by the data type, including spreadsheets, narrative documents, or databases.
- b. Including any new data collected, explanations of the collection, and any population information in the quarterly reports. The final report should include appropriate data summaries.
- c. Summarizing the findings and providing actionable recommendations for CARB.
- d. Facilitating collaboration among CBOs to share best practices and lessons learned in data collection and synthesis.

**4. Development and coordination of educational materials across communities:** The CBOs will be developing educational materials in different communities and on various topics. The 3PA will be responsible for coordinating this work to avoid duplication of effort and ensure all communities will have access to relevant, completed materials. The specific tasks for this category include, but are not limited, to:

- a. Coordinating with CBO Sub-Grantees to ensure materials are being developed that can be used across a variety of platforms for a variety of audiences (e.g., written, pictorial, video, audio, etc.).
- b. Ensure materials are translated into all necessary languages for communities where they are relevant.
- c. Work with CBOs to incorporate feedback from community members on materials to improve their presentation.
- d. Work with CBOs to determine which avenues of communication are best for sharing materials with community members.

- e. All documents included in the CalSMP Community Outreach Project must adhere to the requirements of the Americans with Disabilities Act (ADA).<sup>9</sup>

## Scope of Work for Region 2

This section describes the expectations and minimum duties of the Grantee for the Region 2 upon Grant Agreement execution and will be incorporated into the Grant Agreement. These activities are not required to be completed as part of the application in response to this Solicitation, but applicants must describe within their application their approach and ability to complete these tasks in the Scope and Timeline Workplan Template (Workplan, or Project Workplan) within **Appendix A**. The Workplan must include a detailed narrative of proposed activities, including proposed additions to the minimum duties outlined in this Solicitation, approach, milestones/deliverables, and timeline for each task. The Workplan will be evaluated based on content, completeness, and overall implementation strategies.

The Grantee's main responsibilities are outlined below and include four components to ensure the goals of the California Satellite Methane Project Community Outreach are achieved: (1) Grant management; (2) CBO selection, coordination and support; (3) Collation and synthesis of data across communities; and (4) Development and coordination of educational materials across communities. In the Workplan, Applicants must identify Task 1 as "Grant Management." All other tasks may be structured based on the Applicant's preference but must contain the minimum duties as described below. In addition, all proposed changes are subject to CARB's sole approval, and pending acceptance, the Grant Agreement will reflect these changes.

- 1. Grant Management:** This is an administrative task that shall only be used by the Grantee for the administration of this project. Costs for grant management activities cannot exceed 5% of the CARB Grant Funds. The Grantee will manage the Grant according to the terms and conditions of the fully executed Grant Agreement and this Solicitation. The Grantee's administrative duties include, but are not limited to:
  - a. Kick-off meeting with the Project Team and relevant CARB staff to clarify roles and responsibilities, discuss timeline, and outline expectations for project deliverables and procedures.
  - b. Regular coordination with CARB. Given the complex nature of coordinating CBO selection and managing multiple projects, it is important for the Grantee and CARB to meet once a month. The frequency may vary based on need and mutual agreement between CARB and the Grantee. This includes meeting preparation materials (such as agendas, presentation materials, etc.) and meeting notes.

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<sup>9</sup> ADA-compliance must be in accordance with the Web Content Accessibility Guidelines 2.0, or a subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

- c. Establish and maintain accurate and detailed project records for each aspect of implementation.
- d. Prepare project quarterly reports, beginning three months after the Grant Agreement is executed. Reports must contain at minimum: 3PA Grantee task progress; relevant updates on CBOs and their progress; summary of data collected to date; any educational materials in progress or developed; important challenges and barriers with the overall implementation of the project; and lessons learned. Draft quarterly reports must be submitted for review and approval by CARB.
- e. Develop the Draft and Final Report, in coordination with the Project Team, that comprises a user-friendly and comprehensive assessment of the activities conducted as part of the Grant. A Draft Report must be submitted at least three months before the project end date for CARB review and approval. Recommendations and lessons learned in the report will be used to assess potential methods for informing communities when a plume is detected and to improve communication and use of satellite methane data for communities.
- f. Document, track, and report expenditures of CARB Grant Funds (including funds distributed to the Project Team) and resource contributions.

2. **CBO selection, coordination, and support:** The CBO selection, coordination, and support is the core of this Solicitation. This section outlines the required responsibilities, including but not limited to the following:

- a. CBO solicitation and selection.
  - i. The Grantee is responsible for developing the Sub-Grantee solicitation package and advertising the solicitation widely.
    - 1. Work closely with CARB Staff to widely advertise the solicitation, including to known CBOs and tribal contacts.
  - ii. The solicitation package must require CBOs to describe their past work, including at a minimum:
    - 1. The name of the community where they live or work
    - 2. Description of experiences in community research, policy, or advocacy around topics including air quality, climate change, energy, natural and working lands, land use planning, infrastructure, building decarbonization, transportation planning, public health, or a combination of these topics.
    - 3. Description of experiences engaging with CARB or other government entities to address environmental justice concerns at a variety of scales (e.g., local, county, regional, state, federal).
    - 4. Description of experiences engaging with local communities, priority populations, disadvantaged communities, and/or tribal communities on environmental justice topics.

- iii. The CBO application must also include a project proposal that includes, at a minimum:
  - 1. Description of the proposed project.
  - 2. Definition of the community or populations of focus.
  - 1. Description of the characteristics of that population. The characteristics may include, but are not limited to CalEnviroScreen score, major languages spoken, and whether the area is in a nonattainment area for any of the national ambient air quality standards.
  - 3. Proposed budget for the project.
- iv. The projects to be performed by CBOs in Region 2:
  - 1. Developing materials on the effects of methane using various media, including written articles, videos, and short-form videos, with a focus on landfills. CARB will work closely with Grantees and Sub-Grantees to provide scientific expertise in the development of materials. All materials must be translated into any relevant languages for the communities.
  - 2. Collecting community feedback on CARB materials (e.g., the Dashboard).
  - 3. Collecting feedback from communities in the San Francisco Bay Area on the need for notification methods and if so, their preferred notification methods for different types of local plumes, considering the implications of different notification processes.
- v. The other projects to be performed by the CBOs may include:
  - 1. Additional projects in other communities to collect feedback about their preferred notification methods for different types of local plumes while considering the implications of different notification processes.
  - 2. Developing materials on how CalSMP works and how the data is used by CARB using various media. CARB will work closely with Grantees and Sub-Grantees to provide scientific expertise in the development of materials. All materials must be translated into any relevant languages for the communities.
  - 3. Additional projects in other communities to collect feedback on CARB materials (e.g., the Dashboard).
  - 4. Developing recommendations for informing communities when a methane plume is detected.
  - 5. Developing and convening a community methane workgroup to coordinate among communities and CBOs involved in any of the grants or sub-grants.
  - 6. Additional projects to develop materials about methane effects through a variety of mediums, including written,

video, and short-form video. These materials should either be developed for different mediums or target different areas of methane effects than those covered in iv.3, above. All materials must be translated into any relevant languages for the communities.

7. Developing a website to house educational materials.
8. Developing a speaker series for local education on methane sources, emissions, and/or impacts.
9. Another project proposed by the CBO that focuses on satellite data, methane sources, or methane effects.

- vi. The CBOs selected in Region 2 must represent multiple geographic areas of the region, with at least one representing the San Francisco Bay Area. Additionally, there must be CBOs focused on oil and gas production and processing (i.e. oil and gas extraction and refining) and landfills. The sector-focused CBOs do not have to be distinct from the geographic CBOs. (In other words, a CBO may represent the San Francisco Bay Area and also be focused on landfills to fulfill both those requirements.)
- vii. The 3PA will use the selection criteria to evaluate the applications and award at least three (3) sub-grants to CBOs. CBOs will be selected by the 3PA, in consultation with CARB. The 3PA and CARB may conduct interviews with applicant CBOs before issuing awards. CARB will have ultimate approval over all CBOs awarded sub-grants.
- viii. Funding allocations among CBOs do not need to be equal and should be proportional to the scale and scope of each Sub-Grantee's proposed work. The 3PA will evaluate project funding in consultation with CARB. CARB will make the final determination of the award amount for each CBO.

- b. The 3PA must meet with each CBO at least once per month for the duration of the sub-grant agreement. The 3PA is responsible for ensuring these meetings are scheduled and using the time to verify that CBO projects are on track and to identify any support CBOs might need. The meetings can include multiple CBOs in the same meeting, if the topics and goals covered make it practical.
- c. The 3PA must collect all materials produced by the CBO for inclusion in the quarterly and final reports.

3. **Collation and synthesis of data across communities:** While CBOs will collect data across different communities, this data must be transformed into actionable products for CARB. The specific tasks for this category include, but are not limited, to:
  - a. Collecting all data from CBO Sub-Grantees and compiling it into standard formats. The data may be quantitative or qualitative, and the format can be determined by the data type, including spreadsheets, narrative documents, or databases.

- b. Including any new data collected, explanations of the collection, and any population information in the quarterly reports. The final report should include appropriate data summaries.
- c. Summarizing the findings and providing actionable recommendations for CARB.
- d. Facilitating collaboration among CBOs to share best practices and lessons learned in data collection and synthesis.

**4. Development and coordination of educational materials across communities:** The CBOs will be developing educational materials in different communities and on various topics. The 3PA will be responsible for coordinating this work to avoid duplication of effort and ensure all communities will have access to relevant, completed materials. The specific tasks for this category include, but are not limited, to:

- a. Coordinating with CBO Sub-Grantees to ensure materials are being developed that can be used across a variety of platforms for a variety of audiences (e.g., written, pictorial, video, audio, etc.).
- b. Ensure materials are translated into all necessary languages for communities where they are relevant.
- c. Work with CBOs to incorporate feedback from community members on materials to improve their presentation.
- d. Work with CBOs to determine which avenues of communication are best for sharing materials with community members.
- e. All documents included in the CalSMP Community Outreach Project must adhere to the requirements of the Americans with Disabilities Act (ADA).<sup>10</sup>

## Scope of Work for Region 3

This section describes the expectations and minimum duties of the Grantee for the Region 3 upon Grant Agreement execution and will be incorporated into the Grant Agreement. These activities are not required to be completed as part of the application in response to this Solicitation, but applicants must describe within their application their approach and ability to complete these tasks in the Scope and Timeline Workplan Template (Workplan, or Project Workplan) within **Appendix A**. The Workplan must include a detailed narrative of proposed activities, including proposed additions to the minimum duties outlined in this Solicitation, approach, milestones/deliverables, and timeline for each task. The Workplan will be evaluated based on content, completeness, and overall implementation strategies.

The Grantee's main responsibilities are outlined below and include four components to ensure the goals of the California Satellite Methane Project Community Outreach

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<sup>10</sup> ADA-compliance must be in accordance with the Web Content Accessibility Guidelines 2.0, or a subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

are achieved: (1) Grant management; (2) CBO selection, coordination and support; (3) Collation and synthesis of data across communities; and (4) Development and coordination of educational materials across communities. In the Workplan, Applicants must identify Task 1 as "Grant Management." All other tasks may be structured based on the Applicant's preference but must contain the minimum duties as described below. In addition, all proposed changes are subject to CARB's sole approval, and pending acceptance, the Grant Agreement will reflect these changes.

- 5. Grant Management:** This is an administrative task that shall only be used by the Grantee for the administration of this project. Costs for grant management activities cannot exceed 5% of the CARB Grant Funds. The Grantee will manage the Grant according to the terms and conditions of the fully executed Grant Agreement and this Solicitation. The Grantee's administrative duties include, but are not limited to:
  - a. Kick-off meeting with the Project Team and relevant CARB staff to clarify roles and responsibilities, discuss timeline, and outline expectations for project deliverables and procedures.
  - b. Regular coordination with CARB. Given the complex nature of coordinating CBO selection and managing multiple projects, it is important for the Grantee and CARB to meet once a month. The frequency may vary based on need and mutual agreement between CARB and the Grantee. This includes meeting preparation materials (such as agendas, presentation materials, etc.) and meeting notes.
  - c. Establish and maintain accurate and detailed project records for each aspect of implementation.
  - d. Prepare project quarterly reports, beginning three months after the Grant Agreement is executed. Reports must contain at minimum: 3PA Grantee task progress; relevant updates on CBOs and their progress; summary of data collected to date; any educational materials in progress or developed; important challenges and barriers with the overall implementation of the project; and lessons learned. Draft quarterly reports must be submitted for review and approval by CARB.
  - e. Develop the Draft and Final Report, in coordination with the Project Team, that comprises a user-friendly and comprehensive assessment of the activities conducted as part of the Grant. A Draft Report must be submitted at least three months before the project end date for CARB review and approval. Recommendations and lessons learned in the report will be used to assess potential methods for informing communities when a plume is detected and to improve communication and use of satellite methane data for communities.
  - f. Document, track, and report expenditures of CARB Grant Funds (including funds distributed to the Project Team) and resource contributions.

**6. CBO selection, coordination, and support:** The CBO selection, coordination, and support is the core of this Solicitation. This section outlines the required responsibilities, including but not limited to the following:

- a. CBO solicitation and selection.
  - i. The Grantee is responsible for developing the Sub-Grantee solicitation package and advertising the solicitation widely.
    1. Work closely with CARB Staff to widely advertise the solicitation, including to known CBOs and tribal contacts.
  - ii. The solicitation package must require CBOs to describe their past work, including at a minimum:
    1. The name of the community where they live or work
    2. Description of experiences in community research, policy, or advocacy around topics including air quality, climate change, energy, natural and working lands, land use planning, infrastructure, building decarbonization, transportation planning, public health, or a combination of these topics.
    3. Description of experiences engaging with CARB or other government entities to address environmental justice concerns at a variety of scales (e.g., local, county, regional, state, federal).
    4. Description of experiences engaging with local communities, priority populations, disadvantaged communities, and/or tribal communities on environmental justice topics.
  - iii. The CBO application must also include a project proposal that includes, at a minimum:
    1. Description of the proposed project.
    2. Definition of the community or populations of focus.
    2. Description of the characteristics of that population. The characteristics may include, but are not limited to CalEnviroScreen score, major languages spoken, and whether the area is in a nonattainment area for any of the national ambient air quality standards.
    3. Proposed budget for the project.
  - iv. The projects to be performed by CBOs in Region 3:
    1. Developing materials on the effects of methane using various media, including written articles, videos, and short-form videos, with a focus on landfills. CARB will work closely with Grantees and Sub-Grantees to provide scientific expertise in the development of materials. All materials must be translated into any relevant languages for the communities.
    2. Collecting community feedback on CARB materials (e.g., the Dashboard).

3. Collecting feedback from communities in the South Coast Area on the need for notification methods and if so, their preferred notification methods for different types of local plumes, considering the implications of different notification processes.
- v. The other projects to be performed by the CBOs may include:
  1. Additional projects in other communities to collect feedback about their preferred notification methods for different types of local plumes while considering the implications of different notification processes.
  2. Developing materials on how CalSMP works and how the data is used by CARB using various media. CARB will work closely with Grantees and Sub-Grantees to provide scientific expertise in the development of materials. All materials must be translated into any relevant languages for the communities.
  3. Additional projects in other communities to collect feedback on CARB materials (e.g., the Dashboard).
  4. Developing recommendations for informing communities when a methane plume is detected.
  5. Developing and convening a community methane workgroup to coordinate among communities and CBOs involved in any of the grants or sub-grants.
  6. Additional projects to develop materials about methane effects through a variety of mediums, including written, video, and short-form video. These materials should either be developed for different mediums or target different areas of methane effects than those covered in iv.3, above.
  7. Developing a website to house educational materials. All materials must be translated into any relevant languages for the communities.
  8. Developing a speaker series for local education on methane sources, emissions, and/or impacts.
  9. Another project proposed by the CBO that focuses on satellite data, methane sources, or methane effects.
- vi. The CBOs selected in Region 3 must represent multiple geographic areas of the region, with at least one representing the South Coast Area and one representing the San Diego area. Additionally, there must be CBOs focused on landfills and oil and gas refining. The sector-focused CBOs do not have to be distinct from the geographic CBOs. (In other words, a CBO may represent the South Coast Area and also be focused on landfills to fulfill both those requirements.)
- vii. The 3PA will use the selection criteria to evaluate the applications and award at least three (3) sub-grants to CBOs. CBOs will be

selected by the 3PA, in consultation with CARB. The 3PA and CARB may conduct interviews with applicant CBOs before issuing awards. CARB will have ultimate approval over all CBOs awarded sub-grants.

- viii. Funding allocations among CBOs do not need to be equal and should be proportional to the scale and scope of each Sub-Grantee's proposed work. The 3PA will evaluate project funding in consultation with CARB. CARB will make the final determination of the award amount for each CBO.
- b. The 3PA must meet with each CBO at least once per month for the duration of the sub-grant agreement. The 3PA is responsible for ensuring these meetings are scheduled and using the time to verify that CBO projects are on track and to identify any support CBOs might need. The meetings can include multiple CBOs in the same meeting, if the topics and goals covered make it practical.
- c. The 3PA must collect all materials produced by the CBO for inclusion in the quarterly and final reports.

**7. Collation and synthesis of data across communities:** While CBOs will collect data across different communities, this data must be transformed into actionable products for CARB. The specific tasks for this category include, but are not limited, to:

- a. Collecting all data from CBO Sub-Grantees and compiling it into standard formats. The data may be quantitative or qualitative, and the format can be determined by the data type, including spreadsheets, narrative documents, or databases.
- b. Including any new data collected, explanations of the collection, and any population information in the quarterly reports. The final report should include appropriate data summaries.
- c. Summarizing the findings and providing actionable recommendations for CARB.
- d. Facilitating collaboration among CBOs to share best practices and lessons learned in data collection and synthesis.

**8. Development and coordination of educational materials across communities:** The CBOs will be developing educational materials in different communities and on various topics. The 3PA will be responsible for coordinating this work to avoid duplication of effort and ensure all communities will have access to relevant, completed materials. The specific tasks for this category include, but are not limited, to:

- a. Coordinating with CBO Sub-Grantees to ensure materials are being developed that can be used across a variety of platforms for a variety of audiences (e.g., written, pictorial, video, audio, etc.).
- b. Ensure materials are translated into all necessary languages for communities where they are relevant.
- c. Work with CBOs to incorporate feedback from community members on materials to improve their presentation.

- d. Work with CBOs to determine which avenues of communication are best for sharing materials with community members.
- e. All documents included in the CalSMP Community Outreach Project must adhere to the requirements of the Americans with Disabilities Act (ADA).<sup>11</sup>

## Application Instructions

### Application Submittal Process

**Appendix A** identifies all the required application elements including but not limited to narratives, documentation requirements, templates, and forms that must be submitted together as a complete application package. A complete application consists of all required elements including one (1) signed and completed Application Cover Page. For an application to be scored, the Applicant must meet all Eligibility Requirements and submit all the required application elements.

Applications must be submitted electronically via email. **No oral, telephone, facsimile, mailed, or hand-delivered applications will be accepted.** Applicants must send the complete application package by email to [CalSMP@arb.ca.gov](mailto:CalSMP@arb.ca.gov). CARB must receive complete applications by 11:59 pm (Pacific Time) January 20, 2026 (the Application Deadline). If the application is too large to send in one email, Applicants may submit different parts of the application in multiple emails and must include information in the body of the email about the number of emails that CARB should receive, so staff can confirm that CARB has received all parts of the application.

If an applicant needs to amend an application that has already been submitted, the applicant may do so by re-submitting a new completed application package by the application deadline. Only the most recent application package will be considered by CARB. The applicants will not be allowed to submit any additional records or materials after the application deadline.

Communications regarding this Solicitation will be conducted by email. Applicants agree to provide a valid email address with the application package. CARB is not responsible or liable for email communications that do not make it to the intended destination. **All communications regarding a submitted application must come from the applicant.**

CARB will send a confirmation email to each applicant within 24 hours of receiving the electronic version of the application or on the next business day. Email is not instantaneous. Applicants are encouraged to email their applications at least one day in advance of the deadline to avoid delays due to technical difficulties and ensure that

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<sup>11</sup> ADA-compliance must be in accordance with the Web Content Accessibility Guidelines 2.0, or a subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

their application has been received by the deadline. Applications received after the application deadline will be rejected and not scored.

All information and data submitted as a response to this Solicitation are the property of CARB and will become a public record.

## Application Format Requirements

Applications must be accurate, brief, and clear. CARB recommends that all submitted files be clearly labeled and include the Applicant name and corresponding application attachment number. **Appendix A** includes some recommended naming conventions for application materials. Do not include any personally identifiable information in the application, such as home addresses, personal phone numbers, or personal email addresses. Business addresses, phone numbers, and email addresses are required.

## Q&A Session

CARB will hold a Q&A session during the Solicitation period, at which time staff will be available to answer clarifying questions regarding the Solicitation process, eligibility, and anything else related to the current Solicitation. CARB will not answer questions regarding this Solicitation before or after the Applicant Q&A Session. The Applicant Q&A Session will be held at the dates and times listed below.

Q&A Session:

Date: Tuesday, December 16, 2025

Time: 2:00 – 3:30 pm

### *Zoom Registration Link*

A call-in number will be provided in addition to a Zoom link after registration.

The Q&A session will be open to all interested prospective applicants. Participation in this meeting is optional but encouraged. Written questions submitted before the Q&A session will be given priority. Written questions should be sent to [CalSMP@arb.ca.gov](mailto:CalSMP@arb.ca.gov) by 5:00 pm (Pacific Time) December 12, 2025. Staff will only respond to questions regarding this Solicitation during the Q&A session.

The questions and answers regarding this Solicitation will be posted on the CARB website December 19, 2025. This date may be extended at CARB's sole discretion.

CARB will not answer questions regarding this Solicitation outside of the Q&A sessions. Any verbal communication with a CARB employee concerning this Solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the Solicitation.

## Eligibility Requirements

Applications submitted must meet the Eligibility Requirements listed in Table 3 before they are scored. Eligibility Requirements will be evaluated at CARB's sole discretion. CARB reserves the right, but not the obligation, to request clarification regarding application responses during the application review and scoring period.

If an application does not appear to meet all Eligibility Requirements or requires additional documentation, the applicant will have two business days to respond to CARB. The applicant will be notified by CARB by January 26, 2026, and will be required to submit proof that the Eligibility Requirements have been met by January 30, 2026, 11:59 pm (Pacific Time). Any updates during this time should not result in substantial changes to the application and only updates that are relevant to CARB's request will be considered.

If all requirements are met (i.e., CARB staff answer "Yes" for each question in Table 3), the application will be scored using the scoring criteria in the "Selection Process and Scoring Criteria" section.

Table 33. Applicant Eligibility Requirements

Application Section	Eligibility Requirements	Yes/No
Overall	Is the application package complete, accessible (i.e., the files open), with all required dates/signatures and all required application elements identified in <b>Appendix A</b> ?	-
Overall	Was the application received by the application deadline of 11:59 pm (Pacific Time) on January 20, 2026, to <a href="mailto:CalSMP@arb.ca.gov">CalSMP@arb.ca.gov</a> ?	-
Budget	Is the total budget less than or equal to \$2,375,000 for Region 1, \$1,187,500 for Region 2, and/or \$1,187,500 for Region 3?	-
Applicant	Is the applicant an eligible organization?	-

## Required Elements

The application is included as **Appendix A** of this Solicitation, and includes the following required elements:

Appendix A: Application

Attachment 1: Application Checklist

Attachment 2: Application Cover Page (must sign this)

Attachment 3: Applicant Qualifications

Attachment 4: Scope and Timeline Work Plan

Attachment 5: Budget Template

Attachment 6: Conflict of Interest Declaration (must sign this)

Attachment 7: Compliance and the Law Declaration (must sign this)

Attachment 8: Attestation of Readiness (must sign this)

Attachment 9: Insurance Endorsement

Attachment 10: Non-Collusion Declaration (must sign this)

Attachment 11: STD. 204 Payee Data Record

Letters of support are optional and should be submitted as a part of the applicant's proposal.

## Selection Process and Scoring Criteria

CARB will evaluate each application using the scoring criteria provided below. CARB will create an evaluation team to evaluate all applications that may consist of CARB staff or staff of other California State entities. Applications will not be scored unless *Eligibility Requirements* are met.

The maximum score is 100 points. The qualified applicant with the highest overall score will be preliminarily selected as the Grantee. The preliminary selection of an application does not in any way commit CARB to approving or finalizing the Grant. The selected funding recipient will be required to sign a Grant Agreement with CARB to fulfill the duties of the Grantee (see **Appendix B**). CARB, in its sole discretion, may cancel the preliminary selection and select the next highest-scoring project, and so on, until an agreement is reached, or exercise its right, in its sole discretion, to not award a grant. If, in CARB's sole discretion, no submitted application meets the goals of this Solicitation no selection of a Grantee is required to be made and funding can be directed to new solicitation as needed.

Table 44. Scoring Criteria

Scoring Criteria	Total Points Possible
Applicant Qualifications	25
Proposed Budget	25
Workplan	40
Applicant Resources and Readiness	10

## **Applicant Qualifications (Appendix A, Attachment 3) – Maximum 25 points**

Scoring will be based upon the applicant's ability to successfully act as the Grantee based upon its experience/expertise with the following: (1) Building trust and key partnerships with CBOs and other grassroots organizations, particularly those with focus on methane sources; (2) Supporting a network of outreach partner organizations; and (3) Delivering actionable suggestions for science communication and outreach. A successful applicant should also be able to demonstrate experience and capabilities needed to build partnerships and maintain relationships with State agencies, and other governmental organizations. In addition, a successful applicant should demonstrate the ability to implement equitable processes, manage complex grants, and coordinate among diverse local, county, regional, state, and community partners. Finally, it is preferable that the applicant has experience with collating and analyzing both quantitative and qualitative data from communities and developing actionable suggestions from the data.

Table 55. Application Characteristics

<b>Application Characteristics</b>	<b>Points Earned</b>
Applicant lacks experience/expertise applicable to the projects requested and/or lacks relevant experience handling similarly sized funding projects.	0 to 6 Points
Applicant demonstrates limited experience/expertise to complete the tasks required of the Grantee and/or has some relevant experience successfully running similarly sized funding programs.	7 to 12 Points
Applicant demonstrates reasonable experience/expertise required to complete the tasks of the Grantee; relevant experience successfully partnering and building networks with CBOs and grassroots organizations to conduct outreach; demonstrates some experience managing complex grants and building a network of outreach organizations; and experience/expertise relevant to collating and analyzing both quantitative and qualitative community-level data to develop actionable suggestions.	13 to 19 Points
Applicant demonstrates extensive and strong experience/expertise required to effectively and successfully complete the tasks of the Grantee; Significant relevant experience successfully partnering and building networks with CBOs and grassroots organizations to conduct outreach; Demonstrates robust experience managing complex grants and building a network of outreach organizations; Extensive experience managing complex grants and implementing equitable processes; Demonstrates through letters of support from	20 to 25 Points

CBOs, or other means, evidence of a positive working relationship with CBOs; and significant experience/expertise relevant to collating and analyzing both quantitative and qualitative community-level data to develop actionable suggestions.	
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## **Applicant Resources and Readiness (Appendix A, Attachment 3) -- Maximum 10 points**

Scoring will be based on the applicant's ability to successfully act as a Grantee and demonstrable staffing, infrastructure, funding, and other available resources.

Table 66. Applicant Resources and Readiness

<b>Application Characteristics</b>	<b>Points Earned</b>
Applicant lacks sufficient staff, expertise, infrastructure and/or funding resources to implement the project effectively and successfully.	0 to 3 Points
Applicant demonstrates sufficient staff, expertise, infrastructure and/or funding resources to implement the project effectively and successfully.	4 to 6 Points
Applicant clearly demonstrates sufficient staff, expertise, infrastructure and/or funding resources to implement the project effectively and successfully; letters of support, or other evidence, demonstrate previous success in similar projects.	7 to 10 Points

## **Budget and Match and/or In-Kind Contributions (Appendix A, Attachment 5) – Maximum 25 points**

Applicants must identify a clear and concise project budget for completing the tasks of the CalSMP Community Engagement project, consistent with the Sample Grant Agreement, the Workplan (included as part of the application), and the requirements of this Solicitation. The budget must include a cost breakdown of all funds needed to complete the tasks outlined in the scope of work. If selected for funding, the project budget will be incorporated by reference as part of the Grant Agreement. Changes in the project budget, re-definition of deliverables, or extension of the project schedule may not be possible and should be avoided. In cases where minor changes are allowed, they must be approved in advance and in writing by CARB and may require a grant amendment. Costs associated with project implementation detailed in the

Application must consider the time frame of the proposed project and may cover an increase in costs that take into account inflation or planned cost of living increases.

Match funding refers to funds contributed by the Grantee to the project. In-kind services refer to goods or services contributed by the Grantee but not charged to the projects, but which help to meet the goals of the projects more effectively and efficiently. No minimum match funding is required, but voluntary match or in-kind funding will be considered in scoring the application. Funding from other public or private sources may be combined with CARB funds and must be identified in a project budget.

Table 77. Budget and Match

Application Characteristics	Points Earned
Budget is unclear and inconsistent with the applicant's Project Workplan and the requirements of this Solicitation or is insufficient to successfully complete the project. No or limited match funding, or no or limited in-kind support is committed.	0 to 5 Points
Budget is clear, detailed, and consistent with the applicant's Project Workplan and the requirements of this Solicitation and is adequate to complete the project. Costs are represented clearly.	6 to 15 Points
Budget is very clear, detailed, and consistent with the applicant's Project Workplan, the requirements of this Solicitation, and is adequate to complete the projects. Costs are represented clearly and are appropriate for the level and quality of work to be performed. The applicant's commitment for match and/or in-kind support will enable the program to be significantly more effective and efficient.	16 to 25 Points

### **Scope and Timelines Workplan (Appendix A, Attachment 4) –Maximum 40 points**

Applicants will be evaluated based on the completeness of their plan for implementing the project, and the ability to complete the work in a timely manner.

The Project Workplan must address how the applicant will implement all the tasks under the *Scope of Work*.

Table 88. Scope and Timelines Workplan

Application Characteristics	Points Earned
Project Workplan is unclear and/or does not provide the highest impact for the funding provided.	0 to 10 Points
Project Workplan is complete, provides some details and recommendations for project development, implementation, and administration, and matches the budget.	11 to 20 Points
Project Workplan is complete; provides sound recommendations for effective and efficient project development, implementation, and administration; and includes a well-supported budget and timeline.	21 to 30 Points
Project Workplan is sound and well organized; tailors recommendations creatively and includes appropriate plans for successful implementation of the CalSMP outreach projects; provides recommendations for effective and efficient project development, implementation, and administration, and recommends high-impact activities according to the required timeline that maximize the budget.	31 to 40 Points

## Post-award Process

The qualified applicant(s) with the highest overall score for each region will be preliminarily selected as the funding recipient(s). The selected funding recipient(s) must then work with CARB to develop and complete the exhibits and attachments to the Grant Agreement. CARB, in its sole discretion, may make changes to the proposed project milestones, work plan, or disbursement schedules in consultation with the applicant, for inclusion in the Grant Agreement. If an applicant for the whole state has the highest score in only one region, CARB will negotiate with the applicant to determine if they are willing to be awarded only one part of the state. Changes may be made to the budget, work plan, and disbursement schedules based on this negotiation. Only CARB shall have the discretion to modify, amend or alter the Draft Sample Grant Agreement (**Appendix B**).

## Scope of Work

Applicants must consider the duties listed in Task 1 of the Scope and Timeline Template (**Appendix A**) and the requirements in the Draft Sample Grant Agreement (**Appendix B**) when developing their application, especially the timeline and budget. The Scope of Work that is submitted as part of the application will be included as the scope of the Grant Agreement. The Grant Agreement must be executed by April 23, 2026.

### Requirements Prior to Execution of Grant Agreement

Once selected and prior to Grant Agreement execution, the selected funding recipient must submit a Governing Board Resolution from the selected funding recipient's governing board that commits the entity to do the following things:

- Comply with the requirements of the Grant Agreement
- Accept grant funds from CARB
- Allocate and authorize any resource contributions that the entity has committed as part of the application
- CARB also recommends the resolution allow for grant amendments without governing board approval

Both the Grantee and CARB must sign (execute) the Grant Agreement before it can take effect. Signing the Grant Agreement will commit the Grantee to fulfilling the administrative and technical duties associated with the project. A fully executed Grant Agreement must be in place before work may begin. Work, purchases, or activities occurring before full execution of the Grant Agreement are not reimbursable.

Signed Grant Agreements and approved governing board resolutions must be submitted to CARB no later than April 6, 2026. If these documents are not submitted by the deadline, CARB, in its sole discretion, may deny the application and redirect funds to another application submitted in response to this Solicitation, as needed.

## Administration

The following represent additional terms and conditions applicable to this Solicitation. By participating in this Solicitation process, each Applicant acknowledges, accepts, and agrees to all terms and conditions of this Solicitation, and represents and warrants that the Applicant will comply with and conform to all of the following:

## Advance Pay

Consistent with the Legislature's direction to expeditiously disburse grants, CARB, in its sole discretion, may provide advance payments of grant awards to support project initiation and implementation, with a focus on mitigating the constraints of modest reserves and potential cash flow problems. However, all advance payments must in

each instance fully comply with all advance pay regulatory requirements. Additional information on advance pay is in the Draft Sample Grant Agreement (**Appendix B**). Only Applicant may qualify for advance pay. Sub-applicants, contractors, subcontractors, consultants, and other participants shall only be paid on a reimbursement basis.

## Amended Proposal

Applicants may only submit an amended application before the application deadline. Such amended applications must be a complete replacement of a previously submitted application package and must be clearly identified as such in the cover letter transmitting the new application (the "Letter of Transmittal"). CARB personnel will not merge, collate, or assemble application materials. Once received, the new amended application package will replace the previously submitted application package in its entirety. All amended application packages must be submitted and received by the application deadline.

## Applicant's Admonishment

This Solicitation contains the instructions governing the application process, including the required format of information and materials to be submitted, requirements that must be met to be eligible for consideration, and Applicant responsibilities. Applicants must carefully read the entire Solicitation, ask appropriate questions in a timely manner, submit a complete application with all required responses by the required date and time, and make sure that all procedures and requirements of the Solicitation are followed and appropriately addressed.

## Agreement Requirements

The content of this Solicitation and sections of the Grantee's applications shall be incorporated by reference into the final Grant Agreement. CARB reserves the right to negotiate with the selected applicant(s) to modify the project scope, level of funding, or both. If CARB is unable to successfully negotiate and execute a Grant Agreement with a preliminary Grantee, CARB, at its sole discretion, reserves the right to withdraw the pending award and fund the next highest ranked eligible application for each region. This does not limit CARB's ability to withdraw a proposed award for other reasons, including for no cause, or to take any other direction consistent with applicable law.

## Cost of Developing an Application

Applicants are responsible for the cost of developing an application, and this cost cannot be charged to the State. This Solicitation does not commit CARB to award, nor does it commit CARB to pay, any costs incurred by any Applicant resulting from the submission of an application or participation in the Solicitation process (including but

not limited to travel expenses). Furthermore, no reimbursable cost shall be incurred by an application in anticipation of a Grant award. All costs associated with Solicitation participation, application preparation, and travel are the sole responsibility of each submitting Applicant. In addition, CARB is not liable for any costs incurred during environmental review (if applicable) or as a result of withdrawing a proposed award or canceling the Solicitation.

## Claims against CARB

Each applicant acknowledges, accepts, and understands that neither the Applicant's organization nor any of the Applicant's representatives shall have any claims whatsoever against the CARB or any of its respective officials, agents, or employees arising out of or relating to this Solicitation or these Solicitation procedures, except as between CARB as the Grantor and the applicant as the Grantee, as set forth in the terms of a Grant Agreement signed by authorized representatives of CARB and the selected Grantee. Sub-applicants and other participants shall have no rights or claims of any kind or nature against CARB or any of its respective officials, agents, or employees.

## Disposition of Applicant's Documents

All applications and related material submitted in response to this Solicitation become the sole and exclusive property of the CARB, will not be returned, and are public records subject to the disclosure requirements of the California Public Records Act (CPRA) as solely determined by CARB.

If trade secret or proprietary information is contained in documents or other information submitted by the applicant as a part of the application and the applicant has expressly claimed that such information falls within one or more CPRA exemptions, then applicant must clearly mark such information "CONFIDENTIAL AND PROPRIETARY" and identify the specific lines containing the confidential information on each document before submitting the application to CARB. In the event of a request for such information, CARB will make reasonable efforts to provide notice to the applicant prior to disclosure under the CPRA. If the applicant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, the applicant is required at its own cost, liability, and expense to obtain a protective order, injunctive relief, or other appropriate remedy from a court of law in Sacramento County at least three business days before CARB's deadline to respond to the CPRA request. If the applicant fails to obtain such a court remedy within said timeframe, then CARB may, at its discretion, disclose the requested information and CARB shall not be liable or responsible for such disclosure. The applicant agrees that it shall defend, indemnify, and hold CARB harmless for, from, and against any and all claims that may or do result from denial by CARB of a CPRA request for any applicant information.

In addition to the requirements of the CPRA, CARB may be under other legal obligations for release or disclosure of the information contained in any application submitted and makes no warranty or representation that such information and accompanying documents will not be released where required or allowed to be released by applicable law.

## Errors

If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this Solicitation, the applicant shall immediately notify CARB of such error in writing and request modification or clarification of the document before the application deadline. CARB shall not be responsible for failure to correct errors.

## Grant and Budget Revisions

Changes in the project budget, deliverables, or extension of the project schedule should be avoided where possible. CARB will work with the Grantee to determine where flexibility is possible within the Grant Agreement to allow for community engagement to continue informing project design throughout grant implementation and will assist the Grantee with formal amendments where needed.

Once a Grant Agreement is in place, changes to the work to be done or other project scope changes may be considered by CARB, if necessary, in consultation with the Grantee. In cases where changes may be allowed by CARB, they must be approved in advance and in writing by CARB and may require a Grant Agreement amendment.

## Immaterial Defect

CARB may waive any immaterial defect or deviation contained in an application. CARB's waiver shall in no way modify the application or excuse the successful applicant from full compliance.

## No Agreement Until Signed

No agreement between CARB and the selected applicant is in effect until the Grant Agreement is signed by the selected applicant and by the authorized CARB representative. Qualifying costs may only be reimbursed by CARB only after full execution of the Grant Agreement. No costs incurred prior to execution of the Grant Agreement are reimbursable using CARB Grant Funds.

This Solicitation and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between CARB and any applicant, nor shall any information herein be construed as a representation or warranty on behalf of CARB or as a statement on which the applicant may justifiably rely in executing any license or agreement with CARB. All legal rights and obligations between any successful applicant and CARB will come into existence if and only if a Grant

Agreement is signed by authorized representatives of both parties and approved by CARB. The legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the approved and fully executed Grant Agreement.

## No Modifications to the General Provisions

Because time is of the essence, if an applicant at any time, including after preliminary selection, attempts to negotiate or otherwise seeks modification of the General Provisions (attached as **Appendix B**, Draft Sample Grant Agreement), CARB may reject the application or withdraw the proposed award. This does not alter or limit CARB's ability to withdraw a proposed award for other reasons, including for no cause.

## No Public Opening

There will be no public opening of the application packages for this Solicitation.

## No Right to Protest

Applicants acknowledge, understand, and agree that consideration for and award of a grant is fully discretionary and at no time shall an Applicant be entitled to protest, appeal, or challenge a decision to reject or accept an application, disqualify an Applicant or an application, or withdraw or amend the Solicitation in whole or in part.

## Payment of Prevailing Wages

All Applicants must read and pay particular attention to **Appendix B**, Draft Sample Grant Agreement Section N.35 entitled "Prevailing wages and labor compliance." Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally required prevailing wage rates can result in substantial damages and financial penalties, termination of the Grant Agreement, disruption of projects, and other complications.

## Prohibition of Gifts

CARB officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with CARB or proposing to do business with CARB. The offering of any gift may be grounds for disqualification. To avoid even the appearance of impropriety, Applicants (on their own or through others) intending to submit or submitting an application shall not offer any gifts or souvenirs, even of minimal value, to any CARB officers, employees, or advisors.

## Remedies for Non-performance

In the case of non-performance, remedies detailed in this section may be utilized at CARB's discretion. Examples of non-performance include but are not limited to misuse of funding for ineligible expenses, failure to comply with program guidelines or requirements, inability to meet performance requirements or scheduled milestones, and failure to comply with the terms and conditions identified in the Grant Agreement. Remedies may include, but are not limited to:

- CARB may seek to resolve the dispute directly with the Grantee or involve a third-party mediator.
- CARB may issue a stop work order.
- CARB may terminate the Grant Agreement at its sole discretion.
- CARB may recover grant funds, spent and unspent.
- CARB may withhold funds from payment.
- CARB may take civil actions or refer for criminal action.

## Solicitation Cancellation, Amendments, and Outcomes

CARB reserves the right to do any of the following at any time:

- Terminate this Solicitation (even after an intent to award has been determined), and, at CARB's sole discretion, issue a new Solicitation.
- Revise the amount of funds available under this Solicitation.
- Extend or modify deadlines specified in this Solicitation or in the Grant Agreement, including deadlines for accepting applications.
- Waive or correct any minor or inadvertent defect, irregularity, or technical error in an application, in the Solicitation, or in the Solicitation process, or as party of any subsequent grant negotiation.
- Modify the selection process, the Grant Terms, or the contents or format of the forms, conditions, instructions, or requirements.
- Request that an applicant supplement or modify all or certain aspects of a submittal or other documents or materials that have been submitted.
- Reject any or all applications received in response to this Solicitation, without indicating any reason for such rejection.
- Modify any terms or conditions of the Draft Sample Grant Agreement.
- Terminate failed negotiations without liability and, at CARB's sole discretion, negotiate with other applicants.
- Negotiate with any or none of the applicants.
- Issue grants specified in this Solicitation by any other legal means.
- Disqualify any applicant or the Grantee on the basis of a real or apparent conflict of interest or evidence of collusion that is disclosed by the applicant or disclosed through other data available to CARB.

- Eliminate, reject, or disqualify an application from any applicant who fails to submit a responsive application or who later fails to demonstrate that they are a responsible applicant, as determined solely by CARB.
- Accept all or a portion of an application.

#### Withdrawal of Application

Applicants may withdraw their applications at any time. The applicant must submit a written withdrawal request signed by the applicant's duly authorized representative and addressed and submitted to [CalSMP@arb.ca.gov](mailto:CalSMP@arb.ca.gov).

### Guiding Legislation

The following legislation guides the priorities and implementation of the Community Engagement for the California Satellite Methane Project Third-Party Administrator Solicitation.

Assembly Bill (AB) 179 (Budget Act of 2022, Chapter 249): Requires implementation of technical assistance grants to community-based organizations to support community engagement. The distribution of methane data must be informed by:

- The AB 617 Consultation Group
- AB 32 Environmental Justice Advisory Committee
- Other environmental justice stakeholders