

### Workplan Overview - Program Scaling Resource

When selected applicants develop workplans from their applications, each will need update their scope of work due to the partial funding allocation. EPA would like selected applicants to consider scaling funding directly (to the ~62.45% partial funding allocation) across all proposed programs where feasible. Scaling directly in most cases will not necessitate an EPA adjudication. EPA understands applicants may also wish to propose updates to their workplan due to changes in market conditions. Non-scaling workplan updates cannot not result in a negative impact on the score, ranking, or selection of the application. For example, removing all activities that served households that do not own their homes would not be allowable because EPA specifically evaluated applications on their plans to serve these types of program beneficiaries.

**If a selected applicant would like to explore updating (rather than directly scaling) the activities originally proposed in the application, the applicant should provide the following information to your Project Officer:**

1. What would you like to update?
2. Why do you need to make that update?
3. Why do you believe the update would not meaningfully change your application score?

**EPA will then decide on a case-by-case basis if the updated workplan is allowable.**

Example workplan updates that may be allowed	Example workplan updates that may require selected applicants to justify the request
<ul style="list-style-type: none"><li>• Changes to output and outcome figures including leveraging</li><li>• Changes in allocation of financial assistance (or subawards) across different programs within reason (e.g., changes are no more than + or – 50% of the original proposal scaled down to ~62%)</li><li>• Changes to ratio of financial assistance to all other costs so long as the ratio is not worse than the benchmark provided</li><li>• Removing financial assistance programs that were &lt;=5% of the initial total financial assistance budget</li><li>• Changes to technical assistance budget if planning to utilize EPA in-kind technical assistance</li></ul>	<ul style="list-style-type: none"><li>• Removing a named subrecipient or contractor</li><li>• Removing a financial assistance program that was &gt;5% of the initial total financial assistance budget</li><li>• Significant changes in allocation of financial assistance across different programs (more than + or – 50% of the original proposal amount when scaled down by ~62%)</li></ul>