

**LETTER OF INTEREST FORM CHECKLIST** [**1**](#_bookmark0)



# GENERAL

All questions are answered. Answers may be “not applicable” or “see attachment, file XX, pages XX.”

All referenced attachments include the file name and relevant page numbers or chapter/section number, if applicable.

Submitted attachments are complete documents (not excerpts).

Letter of Interest is submitted in form with the file provided by EPA at <https://www.epa.gov/wifia/wifia-application-materials>.

Letter of Interest does not exceed 50 pages.

Confidential Business Information is clearly identified and labeled per the instructions provided in the Letter of Interest form.

# SECTION A

Project description and purpose clearly explain the project to an audience with little to no previous knowledge of the project and do not exceed 300 words. (Q. A-4-5)

The requested WIFIA loan amount does not exceed 49% of the estimated eligible project costs. (Q.A-6)

The month and year that the prospective borrower wants to submit its WIFIA application is at least 90 days after the letter of interest submittal deadline. (Q. A-8)

The month and year that prospective borrower wants to close its WIFIA loan is at least 4 months after the application submittal date. (Q. A-9)

For private entities, documentation demonstrating public sponsorship is included. (Q. A-22)

# SECTION B

Available technical documents, including preliminary engineering reports, feasibility studies, siting studies, and project plans, created in support of the project are attached. Documents may be draft. (Q. B-1)

If available, existing credit ratings are provided for senior debt and, in cases where WIFIA is being proposed as subordinate debt, subordinate debt. (Q. B-4)

The financial pro forma is attached as an editable Excel document if an existing credit rating is not available. (Q. B-5)

The financial pro forma includes at least all the applicable fields that are included in the [Sample Financial Pro Forma](https://www.epa.gov/wifia/how-apply-wifia-assistance-0#materials) and includes projections for at least ten years. (Q. B-5)

The “Total Sources” and “Total Uses” are equal. (Q. B-6)

1 This checklist designed to be used in conjunction with the WIFIA Letter of Interest Form (OMB Control No. 2040- 0292)

# SECTION C

Responses address the selection criteria as described in Appendix C of the [WIFIA Program Handbook.](https://www.epa.gov/wifia/wifia-resources#handbook) Appendix C of the [WIFIA Program Handbook](https://www.epa.gov/wifia/wifia-resources#handbook) also contains a crosswalk between the selection criteria and the questions in this section.

# SECTION D

Contact information is included for at least one staff member who works day-to-day on the project. (Q. D-1-2)

# SECTION E

The signed and scanned PDF version of this section is included as an attachment.

# SECTION F

The signed and scanned PDF version of this section is included as an attachment.

Box is initialed only if you DO NOT want your materials shared with your state SRF program.