

**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.