



LETTER OF INTEREST FORM CHECKLIST¹

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 number.
- Submitted attachments are complete documents (not excerpts).
- Letter of Interest is submitted in form with the file name dated March 29, 2019 provided by EPA at <https://www.epa.gov/wifia/how-apply-wifia-assistance-0#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.
- If multiple projects are included in one letter of interest form, provide cost, scope and schedule information for each individual project being proposed.

SECTION A

- For private entities, documentation demonstrating public sponsorship is included. (Q. A-12)

SECTION B

- Project description and purpose clearly explain the project to an audience with little to no previous knowledge of the project and do not exceed 500 words. (Q. B-4-5)
- Accurate and clear project location information is provided, including a map or relevant street intersections. (Q. B-6)
- Project schedule and costs are documented in the tables in Letter of Interest form and a more detailed schedule and cost estimate are provided as attachments. (Q. B-12)
- All available planning 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-13)
- The status of and plans for state or Federal environmental reviews are clearly explained. If available, environmental information documents and cross-cutter consultation communications are included as attachments. (Q. B-16)
- If the environmental review is underway, the impacts of different resources and potential mitigations are documented in the table in the Letter of interest form. (Q. B-17)

SECTION C

- The total sources are equal to the total uses, minus ineligible costs. (Q. C-1)

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

- The requested amount of the WIFIA loan and the total eligible project costs are clearly identified. (Q. C-2-3)
- If available, existing credit ratings are provided for senior debt and, in cases where WIFIA is being proposed as subordinate debt, subordinate debt. (Q. C-4)
- The credit structure for WIFIA loan indicates whether debt will be issued under an existing or a new indenture and the proposed lien position. (Q. C-5)
- The revenue pledged to repay the WIFIA loan is clear and any credit enhancement is noted. (Q. C-5)
- The financial pro forma is attached as an editable Excel document. (Q. C-8)
- The financial pro forma includes at least all the applicable fields that are included in the [Sample Financial Pro Forma](#) and includes projections for at least ten years. (Q. C-8)

SECTION D

- Responses address the selection criteria as described in Appendix C of the [WIFIA program Handbook](#).

SECTION E

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

SECTION F

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

SECTION G

- The signed and scanned 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.