



## LETTER OF INTEREST FORM CHECKLIST <sup>1</sup>

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### GENERAL

- All questions are answered. Answers may be “not applicable” or “see attachment” with the complete file name and relevant pages noted in the appropriate field.
- 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.
- Once the Letter of Interest (including all attachments) is uploaded to SharePoint, emailed the WIFIA program office at [wifia@epa.gov](mailto:wifia@epa.gov), with the subject line: “[NAME OF PROSPECTIVE BORROWER] – [NAME OF PROJECT] – Letter of Interest Submitted”.

### 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 for most communities or 80% of the estimated eligible project costs for systems that serve a population of 25,000 or less. (Q.A-6)
- The date that the prospective borrower wants to submit its WIFIA application is at least 8 weeks after the letter of interest submission date. (Q. A-8)
- The date that the 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-20)

### SECTION B

- Available technical and environmental documents, including preliminary engineering reports, feasibility studies, siting studies, federal or state environmental information reports or assessments, resource specific technical reports, and project plans, created in support of the project are attached. Documents may be draft. (Q. B-1)
- If available, the existing credit rating needs to be on the same security and lien as the proposed WIFIA loan. (Q. B-3)
- The financial pro forma is attached as an editable Excel document if an existing credit rating is not available. (Q. B-4)

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

- 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. B-4)
- The “Total Sources” and “Total Uses” are equal. (Q. B-5)

### SECTION C

- Responses address the selection criteria as described in Appendix C of the [WIFIA Program Handbook](#). Appendix C of the 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 version of this section is included as an attachment. Please note both electronic signatures and scanned pdf versions are accepted. If submitting a scanned version, please also submit a digital copy.

### SECTION F

- The signed PDF version of this section is included as an attachment. Please note both electronic signatures and scanned pdf versions are accepted. If submitting a scanned version, please also submit a digital copy.
- Box is initialed only if you DO NOT want your materials shared with your state SRF program.