

WIFIA Letter of Interest Instructions

A prospective borrower seeking Water Infrastructure Finance and Innovation Act (WIFIA) credit assistance must complete and submit this letter of interest form and provide requested attachments to the U.S. Environmental Protection Agency (EPA) following the instructions in the [Notice of Funding Availability](#) (NOFA). In its submittal, the prospective borrower:

- 1) Describes itself and its proposed project(s);
- 2) Provides key financial and engineering information and documents; and
- 3) Explains how the project meets the [WIFIA selection criteria](#).

The prospective borrower should answer all questions in this form. Narrative answers can reference source documents by including the name of the document and relevant pages or sections and providing any referenced documents as attachments. The prospective borrower must sign Sections E and F in the appropriate spaces.

A prospective borrower may assert a Confidential Business Information (CBI) claim covering part or all of the information submitted to EPA as part of its letter of interest, in a manner consistent with 40 C.F.R. 2.203, 41 Fed. Reg. 36902 (Sept. 1, 1976), by placing on (or attaching to) the information a cover sheet, stamped or typed legend, or other suitable form of notice employing language such as trade secret, proprietary, or company confidential. The prospective borrower should also state whether it desires confidential treatment until a certain date or until the occurrence of a certain event. Information covered by a business confidentiality claim will be disclosed by EPA only to the extent and only by means of the procedures set forth under 40 C.F.R. Part 2, Subpart B. Information that is not accompanied by a business confidentiality claim when it is received by EPA may be made available to the public by EPA without further notice to the prospective borrower. More information about CBI is available in the [WIFIA program handbook](#).

The total length of the letter of interest form should not exceed 50 pages, excluding any attachments. Font size should not be smaller than 11-point Calibri. There is no limit to the number or length of attachments provided. Attachments should be the most recent versions of the documents available at the time of submission and may be draft or preliminary. Attachments must be referenced in the letter of interest form to be considered.

The final letter of interest submission must include:

- 1) A completed, signed version of this letter of interest form
- 2) All attachments requested and referenced in the letter of interest form

When finished, the letter of interest form and attachments may be submitted by uploading the documents to EPA's SharePoint site. To be granted access to the SharePoint site, the prospective borrower can request access to SharePoint by emailing wifia@epa.gov. After uploading the completed letter of interest form and all attachments, emailing the WIFIA program office at wifia@epa.gov, with the subject line: "[NAME OF PROSPECTIVE BORROWER] – [NAME OF PROJECT] – Letter of Interest Submitted".



After EPA's intake process is complete, it will provide a confirmation email to the contacts listed in Section D.

Additional instructions and resources for completing and submitting this letter of interest are available in the [NOFA](#), [WIFIA program handbook](#), and WIFIA website (www.epa.gov/wifia). Questions may be submitted to the WIFIA program office at wifia@epa.gov.

Burden

The public reporting and recordkeeping burden for this collection of information is estimated to average 60 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, included through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Warning

Falsification or misrepresentation of information or failure to file or report information required to be reported may be the basis for denial of financial assistance by EPA. Knowing and willful falsification of information required to be submitted and false statements to a Federal Agency may also subject you to criminal prosecution. See, for example, 18 U.S.C. §1001.

Additional information about the WIFIA program and the letter of interest form is available at <https://epa.gov/wifia> and by contacting wifia@epa.gov.



LETTER OF INTEREST

Provide the following information in this form or as narrative answers. Narrative answers can reference source documents (include the name of the document and relevant pages or sections). Provide any referenced documents as attachments.

Section A: Key Loan Information

1. Legal name of prospective borrower:

2. Other names under which the prospective borrower does business:

3. Project name (*assign a short name to the project for purposes of identification*):

4. Provide a brief description of the project(s) seeking financing. Limit the description to the elements included in the estimated total projects costs in Question A-7. (Word Limit: 300).



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5. Describe the project's or projects' purpose(s) (including quantitative or qualitative details on public benefits the project will achieve). If the loan contains more than one project, the projects must serve a common purpose. Describe the common purpose that the projects share (i.e. addressing sanitary sewer overflows or improving drinking water quality). (Word limit: 300).

6. Requested amount of the WIFIA loan (in dollars). This amount may be no more than 49% of the estimated eligible project costs provided in question A-7 (except for systems that serve a population of 25,000 or less and may request up to 80% of the estimated eligible costs):

7. Estimated total eligible project costs (in dollars):

8. Identify the date the prospective borrower will submit an application. (Assume invitations to apply will be issued approximately 8 weeks from letter interest submission).



9. Identify the date the prospective borrower wants to close its WIFIA loan.

10. Identify the type of entity that the prospective borrower is (pick one):

- A. Corporation
- B. Partnership
- C. Joint Venture
- D. Trust
- E. Federal, State, or Local Government Entity, Agency, or Instrumentality
- F. Tribal Government or Consortium of Tribal Governments
- G. State infrastructure Finance Authority

11. If option E, F, or G was selected in question A-10, does the prospective borrower have legal authority to carry out the proposed project activities described in this Letter of Interest?

Yes No Not Applicable

If yes, cite the legal authority.

12. If "C. Joint Venture" was selected in question A-10, describe the organizational structure of the project(s) and attach an organizational chart illustrating this structure. Explain the relationship between the prospective borrower, the project, and other relevant parties. Include individual members or titles of the project team(s) and their past experiences with projects of similar size and scope. If multiple parties are involved in the project's construction, maintenance, and operation, describe the project's risk allocation framework.



13. Complete the following table to provide information about the jurisdiction and population served by the system.

Jurisdiction served (municipality, county, etc)	Total population of the jurisdiction	% of jurisdiction population served by project

If you serve more jurisdictions than fit on the table, please attach a similar table with the complete list. Provide the filename in the textbox.

File Name: _____

Total Population Served by Project: _____

14. Borrower department and division name:

15. Business street address:

Street Address: _____

City/State/Zip: _____



16. Mailing street address (if different from above):

Street Address: _____

City/State/Zip: _____

17. Employer/taxpayer identification number (EIN/TIN):

18. Unique Entity ID from SAM.gov:

19. National Pollutant Discharge Elimination System (NPDES) and/ or Public Water System (PWS) number (if applicable):

20. If the prospective borrower is not a public entity, is the project(s) publicly sponsored? Please explain.



Section B: Engineering & Credit

1. Provide applicable technical and environmental reports for each aspect of the project(s). These may include:

- Preliminary design/engineering report
- Planning documents
- Federal or State environmental information report or assessment
- Resource-specific technical reports (such as biological or cultural resources)

Provide the filename(s) for each report type in the textbox.

If no such reports are available, provide a detailed description of all major project components and anticipated environmental documentation. Indicate whether the project involves the construction of new facilities or the renovation or replacement of existing ones.

Document 1: _____	File Name 1: _____
Document 2: _____	File Name 2: _____
Document 3: _____	File Name 3: _____
Document 4: _____	File Name 4: _____
Document 5: _____	File Name 5: _____



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3. Describe the proposed security (e.g., water utility revenue or general obligation) and priority of payment (senior or subordinate to existing debt) for the WIFIA loan. Provide an existing credit rating that is less than a year old or is actively maintained. The rating should be on the same security and priority as the proposed WIFIA loan.

Credit rating is:

Attached

Not Available

4. If credit rating "Not Available" in Question B-4, describe how the WIFIA loan will achieve an investment-grade rating and provide a financial pro forma and three years of audited financial statements. Indicate the filenames in the textbox below.

The financial pro forma should include key long-term (at least 10 years, but no greater than the proposed life of the WIFIA loan) revenues, expenses, and debt repayment assumptions for the revenue pledged to repay the WIFIA loan.

The financial pro forma should be provided in an editable Microsoft Excel format, not in PDF or "values" format and include, at a minimum, the following:

- a. Sources of revenue
- b. Operations and maintenance expenses
- c. Dedicated source(s) of repayment
- d. Capital expenditures
- e. Debt service payments
- f. Projected debt service coverage ratios for total existing debt and the WIFIA debt
- g. The project's or system's debt balances broken down by funding sources
- h. Equity distributions, if applicable



US Environmental Protection Agency
WIFIA Program
Letter of Interest

OMB Control No. 2040-0292
EPA Form No. 6100-030
Approval expires 4/24/2023

If available, include sensitivity projections for pessimistic, base and optimistic cases. A sample financial pro forma is available at <https://www.epa.gov/wifia/wifia-application-materials-and-resources>. Provide the financial pro forma filename in the textbox.

File Name: _____



5. Provide a sources and uses of funds table for the construction period(s), including the proposed WIFIA loan. For prospective borrowers other than Public Entities, add rows as needed to identify the amount and source(s) of project equity, letters of credit, and other sources of debt as applicable. Information about eligible costs is available in the [WIFIA program handbook](#).

Sources Category	Estimated Dollar Value
1. WIFIA Loan (cannot exceed 49% of eligible costs)	
2. Revenue Bonds	
3. SRF Loan	
4. Borrower Cash	
5. Previously Incurred Eligible Costs*	
6. Other (please specify)	
7. Other (please specify)	
TOTAL SOURCES	
Uses Category	Estimated Cost
1. Construction	
2. Design	
3. Planning	
4. Land Acquisition	
5. Other Capital Costs	
6. Contingency	
7. Total Capital Costs	
8. Financing Costs	
9. Other (please specify)	
10. Other (please specify)	
TOTAL USES	

*Previously Incurred Eligible Costs are project related costs incurred prior to the WIFIA loan’s execution. Please see the WIFIA Program Handbook for additional information on Eligible Costs.



3. Will the project support international commerce?

Yes

No

If yes, explain how.

4. Explain how the project will protect human health and/or the environment, including drinking water protection, source water protection, water quality, and water quantity.



5. Does the project protect the system, project specific asset, or community from extreme weather events such temperature, storms, floods, or sea level rise? Discuss the extent to which planning addressed changes in future frequency of such events.

Yes

No

If yes, explain how.

6. Does the project reduce greenhouse gas emissions?

Yes

No

If yes, explain how.



7. Does the project serve a population in a region impacted by significant energy exploration, development, or production areas?

Yes

No

If yes, explain how.

8. Does the project protect water resources with exceptional recreational value or ecological importance?

Yes

No

If yes, identify the water resources, why it has exceptional recreational value or ecological importance, and describe how the project protects it.



9. Is the project identified as a municipal, regional, state, or multistate priority?

Yes

No

If yes, attach the relevant document and write in the textbox the filename and relevant section(s) or page(s).

10. Is the project designed to address an existing compliance issue or maintain compliance?

Yes

No

If yes, identify the compliance issues(s). Explain how and to what extent the project addresses it.



11. Does the project reduce exposure to lead or emerging contaminants within a drinking water or wastewater system?

Yes

No

If yes, explain how.

12. Does this project or projects include costs for implementing cybersecurity measures?

Yes

No

If yes, please describe these measures and associated costs.



13. Will the project implement new or innovative technology(ies), such as using renewable or alternate sources of energy, water recycling, or desalination?

Yes

No

If yes, explain how.

14. Will the project use new or innovative approaches to plan, design, manage, and/or implement the project?

Yes

No

If yes, explain how.



15. WIFIA funding would

Delay the project development schedule

Have no impact on the project development schedule

Accelerate the project development schedule

Allow you to implement other high priority projects sooner than anticipated

Be the only funding option that would all the project to be implemented

16. Will WIFIA financing reduce the contribution of Federal assistance to the project?

Yes

No



Section D: Contact Information

1. Primary point of contact

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____

2. Secondary point of contact

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____



Section E: Certifications

Please sign at the end of Section E before submitting.

1. *National Environmental Policy Act:* The prospective borrower acknowledges that any project receiving credit assistance under this program must comply with all provisions of the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.) and that EPA will not approve a loan for a project until a final agency determination, such as a Categorical Exclusion (CATEX), Finding of No Significant Impact (FONSI), or a Record of Decision (ROD), has been issued.
2. *American Iron and Steel:* The prospective borrower acknowledges that any project receiving credit assistance under this program for the construction, alteration, maintenance, or repair of a project may only use iron and steel products produced in the United States and must comply with all applicable guidance.
3. *Buy America Preference:* The prospective borrower acknowledges that any project receiving credit assistance under this program for the construction, alteration, maintenance, or repair of a project may only use domestic iron/steel, manufactured products and construction materials produced or manufactured in the United States and must comply with all applicable guidance.
4. *Prevailing Wages:* The prospective borrower acknowledges that all laborers and mechanics employed by contractors or subcontractors on projects receiving credit assistance under this program shall be paid wages at rates not less than those prevailing for the same type of work on similar construction in the immediate locality, as determined by the Secretary of Labor, in accordance with sections 3141-3144, 3146, and 3147 of Title 40 (Davis-Bacon wage rules).
5. *Lobbying:* Section 1352 of Title 31, United States Code provides that none of the funds appropriated by any Act of Congress may be expended by a recipient of a contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, or an employee of a Member of Congress in connection with the award or making of a Federal contract, grant, loan, or cooperative agreement or the modification thereof. The EPA interprets this provision to include the use of appropriated funds to influence or attempt to influence the selection for assistance under the WIFIA program.

WIFIA prospective borrowers must file a declaration: (a) with the submission of an application for WIFIA credit assistance; (b) upon receipt of WIFIA credit assistance (unless the information contained in the declaration accompanying the WIFIA application has not materially changed); and (c) at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the information contained in any declaration previously filed in connection with the WIFIA credit assistance.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.



2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. *Debarment:* The undersigned further certifies that it is not currently: 1) debarred or suspended ineligible from participating in any Federal program; 2) formally proposed for debarment, with a final determination still pending; or 3) indicted, convicted, or had a civil judgment rendered against it for any of the offenses listed in the Regulations Governing Debarment and Suspension (Governmentwide Nonprocurement Debarment and Suspension Regulations: 2 C.F.R. Part 180 and Part 1532).

7. *Default/Delinquency:* The undersigned further certifies that neither it nor any of its subsidiaries or affiliates are currently in default or delinquent on any debt or loans provided or guaranteed by the Federal Government.

8. *Other Federal Requirements:* The prospective borrower acknowledges that it must comply with all other federal statutes and regulations, as applicable. A non-exhaustive list of federal cross-cutting statutes and regulations can be found at <https://www.epa.gov/wifia/wifia-federal-compliance-requirements>.

9. *Signature:* By submitting this letter of interest, the undersigned certifies that the facts stated and the certifications and representations made in this letter of interest are true, to the best of the prospective borrower's knowledge and belief after due inquiry, and that the prospective borrower has not omitted any material facts. The undersigned is an authorized representative of the prospective borrower.

Signature: _____

Date Signed: _____

Name: _____

Title: _____

Organization: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____



Section F: Notification of State Infrastructure Financing Authority

Please sign at the end of Section F before submitting.

By submitting this letter of interest, the undersigned acknowledges that EPA will (1) notify the appropriate State infrastructure financing authority in the State in which the project is located that the prospective borrower submitted this letter of interest; and (2) provide the submitted letter of interest and all source documents to that State infrastructure financing authority.

Prospective borrowers that **do not want their letter of interest and source documents shared with the State infrastructure financing authority** in the state in which the project is located may opt out by initialing here _____.

If a prospective borrower opts out of sharing a letter of interest, EPA will still notify the State infrastructure financing authority within 30 days of receiving a letter of interest.

Signature: _____

Name: _____

Date Signed: _____



KEY DEFINITIONS

- (a) *Administrator* means the Administrator of EPA.
- (b) *Credit assistance* means a secured loan or loan guarantee under WIFIA.
- (c) *Eligible project costs* mean amounts, substantially all of which are paid by, or for the account of, an obligor in connection with a project, including the cost of:
- (1) Development-phase activities, including planning, feasibility analysis (including any related analysis necessary to carry out an eligible project), revenue forecasting, environmental review, permitting, preliminary engineering and design work, and other preconstruction activities;
 - (2) Construction, reconstruction, rehabilitation, and replacement activities;
 - (3) The acquisition of real property or an interest in real property (including water rights, land relating to the project, and improvements to land), environmental mitigation (including acquisitions pursuant to section 33 U.S.C. §3905(7)), construction contingencies, and acquisition of equipment; and
 - (4) Capitalized interest necessary to meet market requirements, reasonably required reserve funds, capital issuance expenses, and other carrying costs during construction.
- (d) *Iron and steel products* means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.
- (e) *Buy America Preference* means the iron/steel, manufactured products and construction materials used in a project are produced or manufactured in the United States, including:
- (1) all iron and steel used in a project across all manufacturing processes, from initial melting stage through the application of coatings, occurred in the United States.
 - (2) all manufactured product used in the project are produced in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total components of the manufactured product unless another standard has been established.
 - (3) all manufacturing processes for the construction materials used in a project occurred in the United States. Such as the following construction materials: “non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), concrete and other aggregates, glass (including optic glass), lumber, and drywall”
- (f) *Project* means:
- (1) Any project for flood damage reduction, hurricane and storm damage reduction, environmental restoration, coastal or inland harbor navigation improvement, or inland and



intracoastal waterways navigation improvement that the Secretary determines is technically sound, economically justified, and environmentally acceptable, including—

- (A) a project to reduce flood damage;
 - (B) a project to restore aquatic ecosystems;
 - (C) a project to improve the inland and intracoastal waterways navigation system of the United States; and
 - (D) a project to improve navigation of a coastal or inland harbor of the United States, including channel deepening and construction of associated general navigation features.
- (2) 1 or more activities that are eligible for assistance [under section 1383\(c\) of this title](#), notwithstanding the public ownership requirement under paragraph (1) of that subsection.
 - (3) 1 or more activities described in section [300j-12\(a\)\(2\) of title 42](#).
- (4) A project for enhanced energy efficiency in the operation of a public water system or a publicly owned treatment works.
 - (5) A project for repair, rehabilitation, or replacement of a treatment works, community water system, or aging water distribution or waste collection facility (including a facility that serves a population or community of an Indian reservation).
 - (6) A brackish or sea water desalination project, including chloride control, a managed aquifer recharge project, a water recycling project, or a project to provide alternative water supplies to reduce aquifer depletion.
 - (7) A project to prevent, reduce, or mitigate the effects of drought, including projects that enhance the resilience of drought-stricken watersheds.
 - (8) Acquisition of real property or an interest in real property—
 - (A) if the acquisition is integral to a project described in paragraphs (1) through (6); or
 - (B) pursuant to an existing plan that, in the judgment of the Administrator or the Secretary, as applicable, would mitigate the environmental impacts of water resources infrastructure projects otherwise eligible for assistance under this section.
 - (9) A combination of projects, each of which is eligible under paragraph (2) or (3), for which a State infrastructure financing authority submits to the Administrator a single application.
 - (10) A combination of projects secured by a common security pledge, each of which is eligible under paragraph (1), (2), (3), (4), (5), (6), (7), or (8), for which an eligible entity, or a combination of eligible entities, submits a single application.

(g) *Public entity* means:

- (1) a Federal, State, or local Governmental entity, agency, or instrumentality; or
- (2) a Tribal Government or consortium of Tribal Governments.

(h) *Publicly sponsored* means the obligor can demonstrate, to the satisfaction of the Administrator that it has consulted with the affected State, local or Tribal Government in which the project is located, or is otherwise affected by the project, and that such government supports the proposed project. Support can be shown by a certified letter signed by the approving municipal department or similar agency, mayor or other similar designated authority, local ordinance, or any other means by which local government approval can be evidenced.



- (i) *State infrastructure financing authority* means the State entity established or designated by the Governor of a State to receive a capitalization grant provided by, or otherwise carry out the requirements of, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1381 et. seq.) or section 1452 of the Safe Drinking Water Act (42 U.S.C. 300j-12).
- (j) *Treatment works* has the meaning given the term in section 212 of the Federal Water Pollution Control Act (33 U.S.C. 1292).
- (k) *WIFIA* means the Water Infrastructure Finance and Innovation Act of 2014, Pub. L. 113-121, 128 Stat, 1332, codified at 33 U.S.C. §§ 3901-3914.



Attachment A: Selection Criteria & Scoring

Project Readiness Criteria	LOI Responses Evaluated
Readiness to proceed	Section A: Q8, Q9 Section B: Q2
Preliminary engineering feasibility analysis	Section A: Q4 Section B: Q1
Borrower Creditworthiness Criteria	LOI Responses Evaluated
Enables project to proceed earlier	Section C: Q15
Financing plan	Section B: Q6
Reduction of Federal assistance	Section C: Q16
Required budget authority	Evaluated as part of the creditworthiness review
Preliminary creditworthiness assessment	Section B: Q3, Q4, Q5 and review of credit documents and credit information provided
Project Impact Criteria	LOI Responses Evaluated
National or regional significance (5 points)	Section C: Q1, Q2, Q3, Q4, Q5
Protection against extreme weather events (25 points)	Section C: Q5, Q6
Serves energy exploration or production areas (5 points)	Section C: Q7
Serves regions with water resource challenges (5 points)	Section C: Q5, Q6, Q8, Q9
Addresses identified priorities (5 points)	Section C: Q9, Q10
Repair, rehabilitation, or replacement (5 points)	Section A: Q4 Section B: Q1
Economically stressed communities (25 points)	Section A: Q13 Evaluated based on national census data related to jurisdiction.
Reduces exposure to lead & emergent contaminants (25 points)	Section C: Q11
New or innovative approaches (25 points)	Section C: Q13, Q14