

**CITY OF CHEYENNE
HOUSING & COMMUNITY DEVELOPMENT
CDBG PY2023
LETTER OF INTENT (LOI) CHECKLIST**

INFORMATION TO INCLUDE IN YOUR LOI

- Brief description of your organization's mission and history
- Project name
- Project description and main objective(s).
- Community needs served and goals achieved through the project
- HUD National Objective the project meets
- HUD Eligible Activity
- The amount you are applying for in the upcoming grant cycle.
- The total project amount (This can be approximate if the project budget is still being developed).
- Use the information above to fill out the LOI template.

Please use the template as a reference and rewrite it as desired. Once completed, please send it to agorbey@cheyennecity.org before 11:59 PM on Friday, October 25, 2024.