

## **Invest Atlanta Community Engagement Requirements**

All projects seeking Invest Atlanta funding, except for TAD funding programs\*, will require an NPU presentation and recommendation letter.

\*Projects within the Beltline TAD and the Westside TAD neighborhoods of English Avenue and Vine City will require an NPU presentation and recommendation letter.

**Use the attached form to request a presentation date with the appropriate NPU for your project.**

Written correspondence from the respective NPU (letter/email) must be received prior to project approval. NPU correspondence must:

1. Clearly reference the submitted project and date presented to the NPU;
2. Include project details (e.g., design, use, affordable units, etc.)
3. Document a recommendation by NPU general membership identifying one of the following outcomes:
  - a. NPU Recommendation of Project Support
  - b. NPU Recommendation of Project Opposition
  - c. NPU Recommendation of Project Conditional/Contingent Support\*
4. Contain acknowledgement that the project owner intends to apply for Invest Atlanta funding (while the project owner should indicate in their presentation that they plan to apply to Invest Atlanta for grants/financing, the NPU will not be asked to contemplate the merits of or level of Invest Atlanta funding); and
5. Be dated within 12 months of application submission. NPU correspondence dated more than 12 months prior to application submission must be renewed by the applicant or accompanied by correspondence from the NPU leadership indicating the previous correspondence remains valid. Such affirmations must be received within 30 days of receipt of application.

Please see an example letter [here](#).

\*If NPU correspondence indicates conditions/contingent support, the application must include a brief summary or outline of the conditions/contingencies and the applicant's plan to address this feedback.

Please communicate any challenges getting onto an NPU agenda to your project lead.

# INVEST ATLANTA

## NPU PRESENTATION REQUEST FORM

To allow NPU leadership to properly assess this request, it is recommended that this form be filed **at least 30 days before the requested presentation date.**

Date Submitted	
Name of Organization	
Project Address	
Presenter's Name	
Email	
Phone Number	

Request to present at NPU(s)	
During the month of	

For your reference, current NPU agendas and schedules may be found here: <https://www.atlantaga.gov/government/departments/city-planning/office-of-zoning-development/neighborhood-planning-unit-npu/npu-schedule>

Are you seeking a letter of recommendation?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Project Details and Comments

**Please email the completed form, along with all pertinent material, to the NPU Resources and Support Team:**

Kipling C. Dunlap [KDunlap@atlantaGA.gov](mailto:KDunlap@atlantaGA.gov) and Daniel Vasquez [dvasquez@AtlantaGa.Gov](mailto:dvasquez@AtlantaGa.Gov)

**Please copy ALL of the following Invest Atlanta emails:** [aallgood@investatlanta.com](mailto:aallgood@investatlanta.com), [jfine@investatlanta.com](mailto:jfine@investatlanta.com), [cmitchell@investatlanta.com](mailto:cmitchell@investatlanta.com), [sajani@investatlanta.com](mailto:sajani@investatlanta.com), [arivera@investatlanta.com](mailto:arivera@investatlanta.com), [vroberts@investatlanta.com](mailto:vroberts@investatlanta.com), [kriley@investatlanta.com](mailto:kriley@investatlanta.com)