



# KPDI 2026: RFI Training



# WEBINAR AGENDA

- Why the RFI Matters
- Letter of Intent Recap
- RFI: Project Information Tab
- RFI: Property Information Tab
- Tips, Submission & Questions

# Why the RFI Matters

## *Why?*

The RFI is the core of your application. It is the primary basis for desktop review, preliminary scoring, and site visit decisions.

## *What a Strong RFI Does for You*

- DRIVES YOUR SCORE - Provides all critical information for the desktop evaluation of your Project and your Property. RFI quality and diligence availability are key scoring points of emphasis.
- STANDS OUT IN A COMPETITIVE PROCESS – Meeting evaluation criteria or being the sole applicant in a county does not guarantee funding. Thorough, complete, well-thought-out RFIs stand out.
- BUILDS COMMUNITY RESOURCES – Completing the RFI builds internal resources and provides a standard template for responding to “real” corporate RFIs.
- SETS UP YOUR SITE VISIT - The data you provide shapes site visit conversations – a dress rehearsal for hosting a real project.



# Key RFI Sections



**SITE SELECTION GROUP™**

# Letter of Intent: Due July 31<sup>st</sup>

## Objective

- Identify properties and projects with forthcoming full RFIs.
- Identify properties and projects that may be ineligible before investing time and effort in a full RFI.

## 2026 Round 1 Updates – NO CHANGE

- Adding basic questions to encourage alignment with utility partners.
- Clarifying questions about the Property vs. the Project/Grant Request.
- Please PDF the letter and any attachments as one PDF!
- Please name using consistent format  
"CountyName\_SiteName\_KPDI\_LOI\_2026"

## Overall Tips & Notes

- Include a snip/image/or property brochure– helps us identify the exact location of the site under consideration.
- Send via email to [KPDI@KAEDOnline.org](mailto:KPDI@KAEDOnline.org) – no need to send hard copies!
- Application fee not due until full RFI. But please send \$1,000 RFI fee under separate cover to KAED – don't send to SSG!

[Month Day], 2026  
Kentucky Association for Economic Development & Site Selection Group  
Via email to: [KPDI@KAEDOnline.org](mailto:KPDI@KAEDOnline.org)  
[PLEASE PDF THIS LETTER AND ATTACHMENTS AS ONE SINGLE PDF PLEASE!]  
[AND PLEASE NAME USING CONSISTENT FORMAT "CountyName\_SiteName\_KPDI\_LOI\_2026"]

Dear KAED & SSG,

This letter is to express my intent to submit [Property Name] in [County] for the Kentucky Product Development Initiative Program of 2026. I understand that the purpose of the program is to improve properties specifically to attract corporate investment.

Please find an aerial attached that has the outlined boundary lines of the property in Appendix A.

The property is:

- [XX] total acres of which [xx] is estimated to be developable
- Currently Owned by [Ownership Entity]
  - If not currently publicly owned, please indicate whether a Letter of Intent or Sale Agreement is in place.
- Located at [Address] and [Latitude/Longitude Coordinates]
  - Please provide this in decimal form (XX.XXXX, -YY.YYYY). Right click on google maps and click coordinates to copy.
- [Is/Is Not] located in a state or local TIF
- Served or could be served by the following Utility providers:
  - Electric: [Electric Provider]
  - Natural Gas: [Natural Gas Provider] (if applicable)
  - Water: [Water Provider]
  - Wastewater: [Wastewater Provider]
  - Fiber/Telecom: [Fiber/Telecom Provider]

The preliminary project request for the KPDI Program of 2026 includes the following information:

- Select the category (or categories) of project that apply: [Due Diligence Study, Property Acquisition, Infrastructure Extension or Improvement, Site Preparation Work, and/or Road Improvement]
  - If Property Acquisition, please summarize the available due diligence on the property. Please note, an appraisal will be required when the full RFI is submitted.
- If the project is a "Regional Project", please identify the counties submitting as co-applicants and specify which county will act as the primary applicant.
  - If the applicant is a Regional IDA, a copy of the articles of incorporation and interlocal agreement will be required when the full RFI is submitted.
- Does the County have more than one grant request this round? [yes/no]
- Has this site been submitted for KPDI or PDI in a previous round? [yes/no and year]
- Has this site been funded for KPDI or PDI in a previous round? [yes/no and year]
- Estimated amount of grant request: [\$xx]
- Estimated amount of local matching funds: [\$xx]
- [Please include a brief description or background on the property and a brief narrative of the project]
- [Please outline your project's workplan and funding plan from this phase forward.]

In submitting this letter, I understand that participating in this program is voluntary, and grant funding is not guaranteed. Any costs incurred during the application process are at my own expense. I understand there is a \$1,000 application fee, which should be made payable to "KAED Foundation", sent under separate cover to KAED at 101 Burch Court, Frankfort, KY 40601, and is due upon submission of your full RFI.

Sincerely,

Name:  
Title:  
Organization:  
Address:  
Phone:  
Email address:

# RFI - Project & Grant Information: Due September 4<sup>th</sup>

## Objective

- Simply, this is where we want to understand the details about your KPDI Program of 2026 – Round 1 Project and grant request.

## 2026 Round 1 Updates - MINOR UPDATES!

- Calculations for local match amount have been removed
- Updates to questions to clarify and gather information on previous KPDI requests, previous/future work on the site, and other items.
- Project Plan section clarified (work plan and financing plan)
- Please name Excel using consistent format  
"CountyName\_SiteName\_KPDI\_RFI\_2026"

## Overall Tips & Notes

- Tell a story. The best RFIs answer these questions to clearly explain why their project makes sense.
- Pay special attention to the questions under Community & State Investment section at the bottom.



### KPDI PROJECT & GRANT INFORMATION

Please use this worksheet to provide information about your KPDI project, including partner counties for regional projects, description of the project, funding sources, and other information.

| Property & KPDI Information                                                                                       | Responses |
|-------------------------------------------------------------------------------------------------------------------|-----------|
| Property Name:                                                                                                    |           |
| Has this property been submitted previously for PDI or KPDI?                                                      | [Yes/No]  |
| If "Yes", what was(were) the year(s) of application(s)?                                                           |           |
| If "Yes", briefly describe the previous project(s) request(s) submitted                                           |           |
| Has this property previously been awarded a PDI or KPDI grant?                                                    | [Yes/No]  |
| If "Yes", briefly describe the previous grant(s) request(s) approved                                              |           |
| If "Yes", please confirm whether the project has been completed and all requested funds have been fully utilized. |           |

| Applicant Information:                                                  | Responses |
|-------------------------------------------------------------------------|-----------|
| Organization that is applying (the "Eligible Grant Recipient")          |           |
| Has this organization submitted previously for PDI or KPDI?             | [Yes/No]  |
| Name of Key Contact and/or Project Manager                              |           |
| Title:                                                                  |           |
| Address:                                                                |           |
| City:                                                                   |           |
| County:                                                                 |           |
| State:                                                                  |           |
| Zip:                                                                    |           |
| Office Number:                                                          |           |
| Mobile Number:                                                          |           |
| Email Address:                                                          |           |
| Is this a multi-county "Regional Project"?                              |           |
| Total Number of Counties Participating (e.g. 1 if non-regional project) |           |
| Primary County (or single county if not a Regional Project)             |           |
| County Name 2 (if regional)                                             |           |
| County Name 3 (if regional)                                             |           |
| County Name 4 (if regional)                                             |           |
| County Name 5 (if regional)                                             |           |
| County Name 6 (if regional)                                             |           |
| County Name 7 (if regional)                                             |           |
| County Name 8 (if regional)                                             |           |

| Property Background & Ownership                                                                                        | Responses                   |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Please provide a brief background on the property (e.g. historical uses, current uses, future vision for the property) | [insert narrative comments] |
| Current Owner:                                                                                                         | [insert narrative comments] |
| Is property publicly-owned?                                                                                            | [Yes/No]                    |

# RFI - Property Information: Due September 4<sup>th</sup>

## Objective

- Gather the specific information on the site so that we can properly evaluate the property.
- Provides communities a standard template to respond to other corporate RFIs.

## Round 2 Updates - MINOR UPDATES!

- Very minor changes and fixing typos
- Fewer questions!
- Minor changes to utility assumptions/scenarios
- Please name Excel using consistent format  
"CountyName\_SiteName\_KPDI\_RFI\_2026"

## Overall Tips & Notes

- Do not submit RFIs from previous rounds.
- Complete RFIs, even if the answer is "Unknown," are the most effective ones.
- Engage with your utility partners!
- ***Do not submit information from prior rounds without double checking it is still correct. Please note utility questions have changed. DO NOT COPY AND PASTE.***

| SITE SELECTION GROUP                                                                                                                                                                              |                                                                                                                                                                                                          |                               |                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KPDI REQUEST FOR INFORMATION                                                                                                                                                                      |                                                                                                                                                                                                          |                               |                                                                                                                                                                       |
| [Site Name]                                                                                                                                                                                       |                                                                                                                                                                                                          | KPDI 2026                     |                                                                                                                                                                       |
| SITE INFORMATION                                                                                                                                                                                  |                                                                                                                                                                                                          | RESPONSE                      | COMMENTS                                                                                                                                                              |
| BASIC INFORMATION                                                                                                                                                                                 |                                                                                                                                                                                                          | RESPONSE                      | COMMENTS                                                                                                                                                              |
| Site Information                                                                                                                                                                                  | Site Name                                                                                                                                                                                                | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Site Address                                                                                                                                                                                             | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Site City                                                                                                                                                                                                | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Site County                                                                                                                                                                                              | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Incorporated/Unincorporated Area                                                                                                                                                                         | [Unincorporated/Incorporated] |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Site State                                                                                                                                                                                               | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Site Zip Code                                                                                                                                                                                            | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Site Latitude                                                                                                                                                                                            | [0.00]                        | Please provide in decimal form - much easier for SSG to find on                                                                                                       |
| Owner                                                                                                                                                                                             | Site Longitude                                                                                                                                                                                           | [0.00]                        | Please provide in decimal form - much easier for SSG to find on                                                                                                       |
|                                                                                                                                                                                                   | Owner Name                                                                                                                                                                                               | [text]                        | If more than one owner is involved in the site, please list all                                                                                                       |
|                                                                                                                                                                                                   | Owner Company                                                                                                                                                                                            | [text]                        | Provide information for all owners.                                                                                                                                   |
|                                                                                                                                                                                                   | Owner Phone                                                                                                                                                                                              | [text]                        | Provide information for all owners.                                                                                                                                   |
| Ownership Type                                                                                                                                                                                    | Owner Email Address                                                                                                                                                                                      | [text]                        | Provide information for all owners.                                                                                                                                   |
|                                                                                                                                                                                                   | Ownership Type                                                                                                                                                                                           | [Public/Private]              |                                                                                                                                                                       |
| Site Control                                                                                                                                                                                      | Can the site be under control (ownership or option) allowing for a                                                                                                                                       | [Yes/No]                      |                                                                                                                                                                       |
| Tax Map ID Number                                                                                                                                                                                 | Tax Map ID Number(s)                                                                                                                                                                                     | [text]                        | Provide tax map ID numbers for all parcels that make up the site.                                                                                                     |
| Developer/Broker Contact Information (if applicable)                                                                                                                                              | Developer Name                                                                                                                                                                                           | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Developer Company                                                                                                                                                                                        | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Developer Phone                                                                                                                                                                                          | [text]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Developer Email Address                                                                                                                                                                                  | [text]                        |                                                                                                                                                                       |
| Brief description of the property and ownership background (e.g. raw greenfield, existing industrial park, padded and graded site, infrastructure projects currently under construction, existing |                                                                                                                                                                                                          | [text]                        |                                                                                                                                                                       |
| SITE INFORMATION                                                                                                                                                                                  |                                                                                                                                                                                                          | RESPONSE                      | COMMENTS                                                                                                                                                              |
| Property Type                                                                                                                                                                                     | Property Type                                                                                                                                                                                            | [Property Type]               |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Single user or multi-user                                                                                                                                                                                | [Site/Park]                   |                                                                                                                                                                       |
| Property Size                                                                                                                                                                                     | Total Acres                                                                                                                                                                                              | [0.00]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Maximum # of Available Acres                                                                                                                                                                             | [0.00]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Number of Acres Currently Graded                                                                                                                                                                         | [0.00]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Total developable acreage                                                                                                                                                                                | [0.00]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Largest contiguous, developable acreage (single site)                                                                                                                                                    | [0.00]                        |                                                                                                                                                                       |
| Topography                                                                                                                                                                                        | Maximum topographic elevation (feet)                                                                                                                                                                     | [0.00]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Minimum topographic elevation (feet)                                                                                                                                                                     | [0.00]                        |                                                                                                                                                                       |
|                                                                                                                                                                                                   | Preferred Real Estate Transaction                                                                                                                                                                        | [Sale/Lease/Other]            |                                                                                                                                                                       |
| Real Estate Transaction                                                                                                                                                                           | Purchase: Provide the Asking Price Per Acre (if negotiable, please provide either market price, or recent comparable) - an appraisal is required to be attached if project involves property acquisition | [\$0.00]                      | Please do not leave blank or mark as "negotiable" or "TBD". Even if its just an estimate or market comp. Indicate if average price per acre or total for all acreage. |
|                                                                                                                                                                                                   | Lease: Provide the annual lease rate per acre.                                                                                                                                                           | [\$0.00]                      | If applicable.                                                                                                                                                        |
|                                                                                                                                                                                                   |                                                                                                                                                                                                          |                               |                                                                                                                                                                       |
| LAND USE                                                                                                                                                                                          |                                                                                                                                                                                                          | RESPONSE                      | COMMENTS                                                                                                                                                              |
| Zoning                                                                                                                                                                                            | Zoning Classification                                                                                                                                                                                    | [Select the best option]      | Identify the site's current zoning (e.g., I-2 Industrial)                                                                                                             |
|                                                                                                                                                                                                   | Is a zoning change necessary to allow for industrial use?                                                                                                                                                | [Yes/No]                      | Describe process, approvals, timeline, etc. for rezoning.                                                                                                             |
|                                                                                                                                                                                                   | Can the site be rezoned within 90 days of this RFI?                                                                                                                                                      | [Yes/No]                      |                                                                                                                                                                       |
| Land Use                                                                                                                                                                                          | Indicate the jurisdiction in which the property is zoned (city, county,                                                                                                                                  | [text]                        | If located in a county but subject to municipal planning, please                                                                                                      |
|                                                                                                                                                                                                   | Current Use                                                                                                                                                                                              | [Select the best option]      | Note any specific classifications.                                                                                                                                    |
|                                                                                                                                                                                                   | Description of Adjacent Land Uses                                                                                                                                                                        | [text]                        |                                                                                                                                                                       |

# Detailed Submission Instructions & Materials

## Letter of Intent (by July 31<sup>st</sup>)

- First, please email a copy of the Letter of Intent in Word to indicate a forthcoming full RFI.
- Please send no later than 5:00 pm CDT on August 1<sup>st</sup> to [KPDI@KAEDOnline.org](mailto:KPDI@KAEDOnline.org).
- Please use the subject line as follows: "KPDI LOI – County Name – Property Name".
- **Please PDF the letter and any attachments as one PDF!**
- **Please name using consistent format "CountyName\_SiteName\_KPDI\_LOI\_2026"**

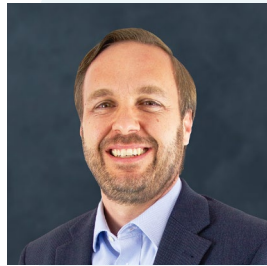
## SSG RFI Questionnaire (by September 4<sup>th</sup>)

- Please fill out the 2026 Request for Information – Kentucky PDI (Excel file) and provide the Requested Attachments.
- These can be uploaded to Dropbox (or similar FTP site) and SSG will download the files – no need to send hard copies!
- Please submit Requested Attachments in the order requested in separate files, with a standardized naming format:
  - Please submit electronic attachments as separate files, clearly labeling each file with the Attachment number and title listed below. For example, the first attachment should be named "1 – SSG RFI Questionnaire", and the second attachment "2 – Grant Fund Request Supporting Documentation".
- Please send the link to the electronic submission no later than 5:00 pm CDT on September 4<sup>th</sup> to [KPDI@KAEDOnline.org](mailto:KPDI@KAEDOnline.org)
- Please use the subject line as follows: "KPDI Application – County Name – Property Name". Thank you!
- Please send the \$1,000 application fee payable to "KAED Foundation" sent under separate cover to KAED at 101 Burch Court, Frankfort, KY 40601.

## Key Program Details from the Cabinet for Economic Development

- "Just the Facts"
- "Frequently Asked Questions"

# Key KPDI Program of 2026 – Round 1 Contacts



**Chris Schwinden**  
*Partner*

cschwinden@siteselectiongroup.com  
(214) 271-0576

## Applicant's Point of Contact



**Andrew Ratchford**  
*Vice President*

aratchford@siteselectiongroup.com  
(864) 759-0324



**Elijah Moore**  
*Senior Associate*

emoore@siteselectiongroup.com  
(214) 271-0607



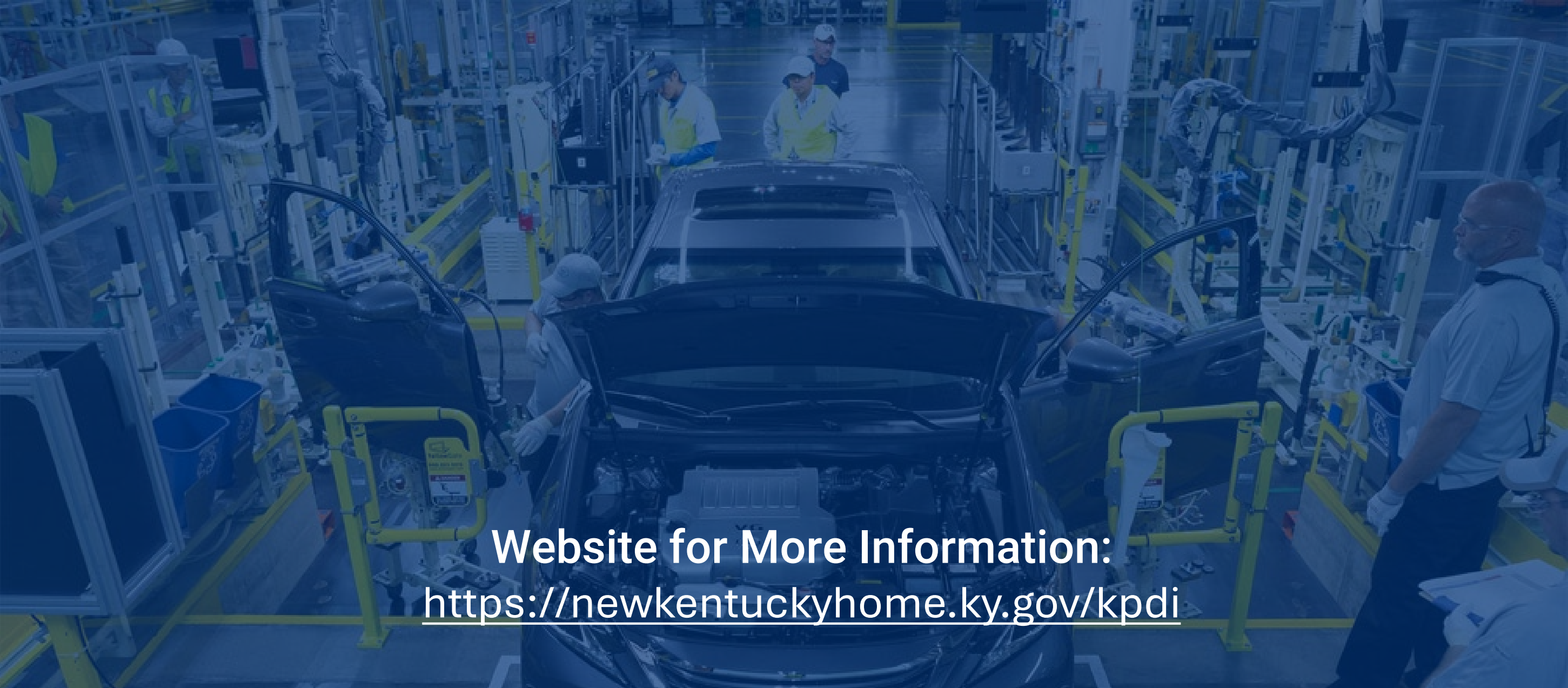
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**Website for More Information:**  
<https://newkentuckyhome.ky.gov/kpdi>