

Energy Assessment – Initial Data Needed

K-State Engineering Extension (EEX) – Kansas Energy Program

Email: ksenergyprog@ksu.edu | Phone: 785.532.6026 | www.kansasenergyprogram.org

- Contact information (name of facility, primary contact, address, phone number, email address)
- List/description of energy efficiency/renewable energy project(s) being considered
- Any past or current quotes for the project(s) being considered
- Utility bills (electricity, natural gas, water as applicable based on projects being considered)
 - A minimum of 12 months of utility bills is required, but 24 or more months is preferred (up to five years or 60 months).
 - In many cases, your utility provider can provide an excel spreadsheet with your historic utility data. The Kansas Energy Program can assist with this.
 - The Kansas Energy Program has contacted some utility providers and asked how to best obtain this data. See following pages for more information. If you have a different provider you would like to see us add to this list, please contact us.
- Facility layout, if possible (a rough sketch with rooms identified is sufficient)
 - Please provide a layout of the facility prior to or at the time of the site visit. This is useful when taking notes.
 - If you do not have a layout for the facility, K-State Engg. Ext. can send you a basic layout using Google Earth, which you can use to sketch out a rough layout with room names.

Requesting Utility Data

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Atmos Energy

Call 888-286-6700 to request historical utility data or to give Atmos Energy permission to discuss your facility's historical usage with the Kansas Energy Program.

- You will need to provide Atmos Energy with your facility's account number and identification.
 - Data to request: breakdown of natural gas use by month for the past three to five years, along with the cost, and any information about rate structure. Be sure to confirm what units of measure are used for the natural gas (MCF, CCF, etc.). It is best if in a spreadsheet.
 - If you prefer the Kansas Energy Program obtain this data, you will need to provide Atmos Energy with a name and email address of who will be contacting them:
 - Use any of the following: David Carter (dcarter@ksu.edu; 785.532.4998), Yvonne Cook (evie@ksu.edu; 785.532-4283), Ryan Hamel (rhamel@ksu.edu, 785.532.3351), or Kurt Foley (kfoley09@ksu.edu, 816.898.5711)
 - **Send the Kansas Energy Program your account number and who is authorized to call and request the information.** It will be required when calling in to request data.
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Kansas Gas Service

Call 800-794-4780 or email kgsinfo@kgas.com to request historical utility data or to give Kansas Gas Service permission to discuss your facility's historical usage with the Kansas Energy Program.

NOTE: if you give the Kansas Energy Program permission to obtain the data, there will likely be a \$10 third-party charge.

- You will need to provide your facility's account number and location to identify yourself
- Data to request: breakdown of natural gas use by month for the past three to five years, along with the cost, and any information about rate structure. It is best if this is in a spreadsheet.
- If you prefer the Kansas Energy Program obtain this data, you will need to call or email Kansas Gas Service and give permission for them to speak with staff from Kansas State University Engineering Extension. You can also provide them with a single contact person:
 - David Carter (dcarter@ksu.edu; 785.532.4998), Yvonne Cook (evie@ksu.edu; 785.532-4283), Ryan Hamel (rhamel@ksu.edu, 785.532.3351), or Kurt Foley (kfoley09@ksu.edu, 816.898.5711)
- **Send the Kansas Energy Program your account number and who is authorized to call and request the information.** It will be required when calling in to request data.

Draft email to Kansas Gas Service:

I am writing to give my permission for K-State Engineering Extension to discuss historical natural gas usage and costs for [FACILITY NAME], located at [PHYSICAL ADDRESS]. The account number is [NUMBER]. The K-State contacts will be David Carter (dcarter@ksu.edu, 785-532-4998), Yvonne Cooke (evie@ksu.edu, 785-532-4283), Ryan Hamel (rhamel@ksu.edu, 785.532.3351), or Kurt Foley (kfoley09@ksu.edu, 816-898-5711). They will be calling to request the following data:

- Three- to five-year history of monthly utility bills showing natural gas consumption and cost. The unit of measure will also be required (such as MCF or CCF). If possible, an Excel spreadsheet with this data is preferred
 - Rate structure applicable to [FACILITY NAME].
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KCP&L

Call 816-471-5275 to request historical utility data or to give KCP&L permission to discuss your facility's historical usage with the Kansas Energy Program.

- You will need to provide your facility's account number and location to identify yourself
 - Data to request: Three- to five-year history of monthly electrical utility bills showing kWh consumption, demand (if applicable), and energy cost. If possible, an Excel spreadsheet is preferred for this information. Please also request information about the rate structure or charge per kWh.
 - If you prefer the Kansas Energy Program obtain this data, you will need to provide KCP&L with a name and email address of who will be contacting them:
 - Use any of the following: David Carter (dcarter@ksu.edu; 785.532.4998), Yvonne Cook (evie@ksu.edu; 785.532-4283), Ryan Hamel (rhamel@ksu.edu, 785.532.3351), or Kurt Foley (kfoley09@ksu.edu, 816.898.5711)
 - **Send the Kansas Energy Program your account number and who is authorized to call and request the information.** It will be required when calling in to request data.
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Midwest Energy

Call 800-222-3121 to request historical utility data.

- You will likely need to provide your facility's account number and location to identify yourself
- Data to request:
 - Three- to five-year history of monthly electrical utility bills showing kWh consumption, demand (if applicable), and energy cost. If possible, an Excel

- spreadsheet is preferred for this information. Please also request information about the rate structure or charge per kWh.
- Three- to five-year history of monthly natural gas use, along with the cost, and any information about rate structure. Be sure to confirm what units of measure are used for the natural gas (MCF, CCF, etc.). It is best if this is in a spreadsheet.
 - If you prefer the Kansas Energy Program obtain this data, you will need to provide Midwest Energy with a name and email address of who will be contacting them:
 - Use any of the following: David Carter (dcarter@ksu.edu; 785.532.4998), Yvonne Cook (evie@ksu.edu; 785.532-4283), Ryan Hamel (rhamel@ksu.edu, 785.532.3351), or Kurt Foley (kfoley09@ksu.edu, 816.898.5711)

Evergy

Email customerinquiry@evergy.com or call 800-383-1183 to request historical utility data or give your permission for Evergy to discuss your facility's historical usage with the Kansas Energy Program.

- You will need to provide your facility's account number and other information to identify yourself
- Data to request: Three- to five-year history of monthly electrical utility bills showing kWh consumption, demand (if applicable), and energy cost. If possible, an Excel spreadsheet is preferred for this information. Please also request information about the rate structure or charge per kWh.
- If you prefer the Kansas Energy Program obtain this data, you will need to provide Evergy with a name and email address of who will be contacting them:
 - Use any of the following: David Carter (dcarter@ksu.edu; 785.532.4998), Yvonne Cook (evie@ksu.edu; 785.532-4283), Ryan Hamel (rhamel@ksu.edu, 785.532.3351), or Kurt Foley (kfoley09@ksu.edu, 816.898.5711)
- **Send the Kansas Energy Program your account number and who is authorized to call and request the information.** It will be required when calling in to request data.

Draft email to Evergy:

I am writing to give my permission for K-State Engineering Extension to discuss historical electricity usage and costs for [FACILITY NAME], located at [PHYSICAL ADDRESS]. The account number is [NUMBER]. The K-State contacts will be David Carter (dcarter@ksu.edu, 785-532-4998), Yvonne Cooke (evie@ksu.edu, 785-532-4283), Ryan Hamel (rhamel@ksu.edu, 785.532.3351), or Kurt Foley (kfoley09@ksu.edu, 816-898-5711). They will be calling to request the following data:

- Three- to five-year history of monthly electrical utility bills showing kWh consumption, demand (if applicable), and energy cost. If possible, an Excel spreadsheet is preferred
- Charge per kWh and rate structure applicable to [FACILITY NAME].