

NEVI RFP GUIDE
FOR SITE APPLICATIONS IN
ARIZONA PUBLIC SERVICE (APS)
TERRITORY

SUMMARY: THIS DOCUMENT WILL INFORM PARTICIPANTS IN THE 2025 NEVI FUNDING ROUND II WITH INSTRUCTIONS FOR ENGAGING WITH ARIZONA PUBLIC SERVICE (APS) FOR COMPLETION OF NEVI ITP FORM 3 (UTILITY ENGAGEMENT).

WHAT THIS DOCUMENT WILL PROVIDE DIRECTIONS FOR:

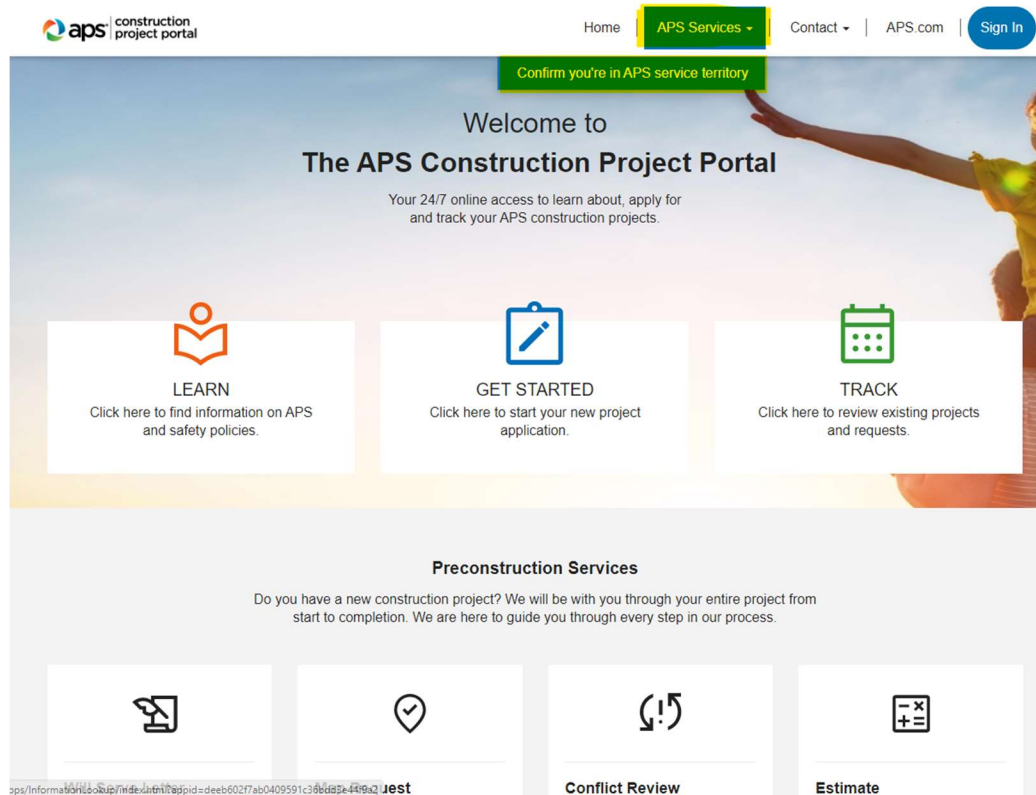
- 1) TIMELINE AND TIPS FOR UTILITY ENGAGEMENT
- 2) HOW TO CONFIRM PROPOSED SITE IS IN APS' SERVICE TERRITORY
- 3) HOW TO REQUEST A HIGH-LEVEL ESTIMATE FOR COSTS

1) TIMELINE TIPS FOR UTILITY ENGAGEMENT

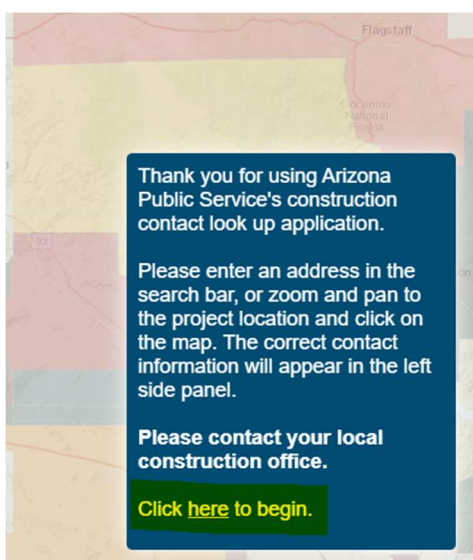
- A. APS needs at least one month to provide high-level estimates. sooner is always better!
- B. On the ITP form 3, please fill out all fields as completely as possible*.
**Missing information could cause delays*

2) CONFIRMING PROPOSED SITE IS IN APS' SERVICE TERRITORY

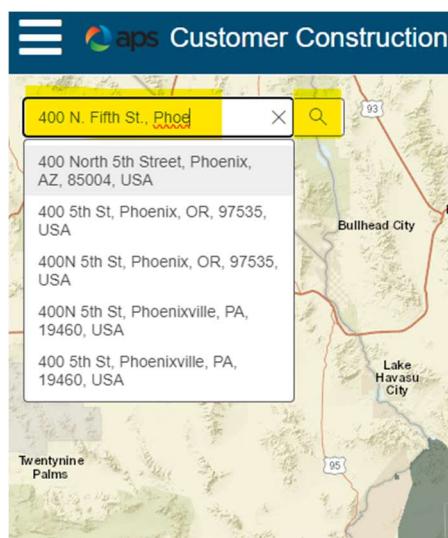
- A. To confirm that the proposed site is in APS's service territory, visit the APS Construction Portal - [Home · Starter Portal](#).
- B. On the 'APS Services' tab, select 'Confirm you're in APS Service Territory'.



- C. You will be prompted by a popup. Select 'Click here to begin'.



- D. From here, you will enter the address in the box on the top left and click the 'search' icon.



- E. Finally, if the address you've entered is in APS service territory, a list of contacts will be listed on the left. Please contact the **Local Construction**

Office Contact listed on the left pane with any additional questions about the site location.

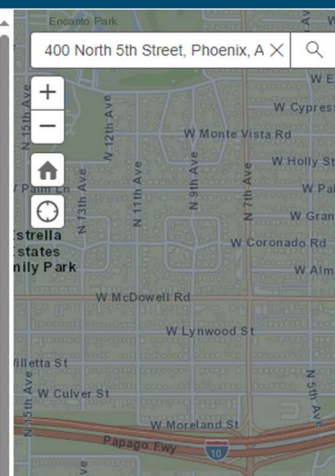
 **Customer Construction Contacts** For contact information, see

Construction/Service Information

To start a project, request estimates, maps or will serve documents, please go to the [Construction Project Portal](#) and start the application process. If you need assistance completing the application, contact your local construction office (contact below).

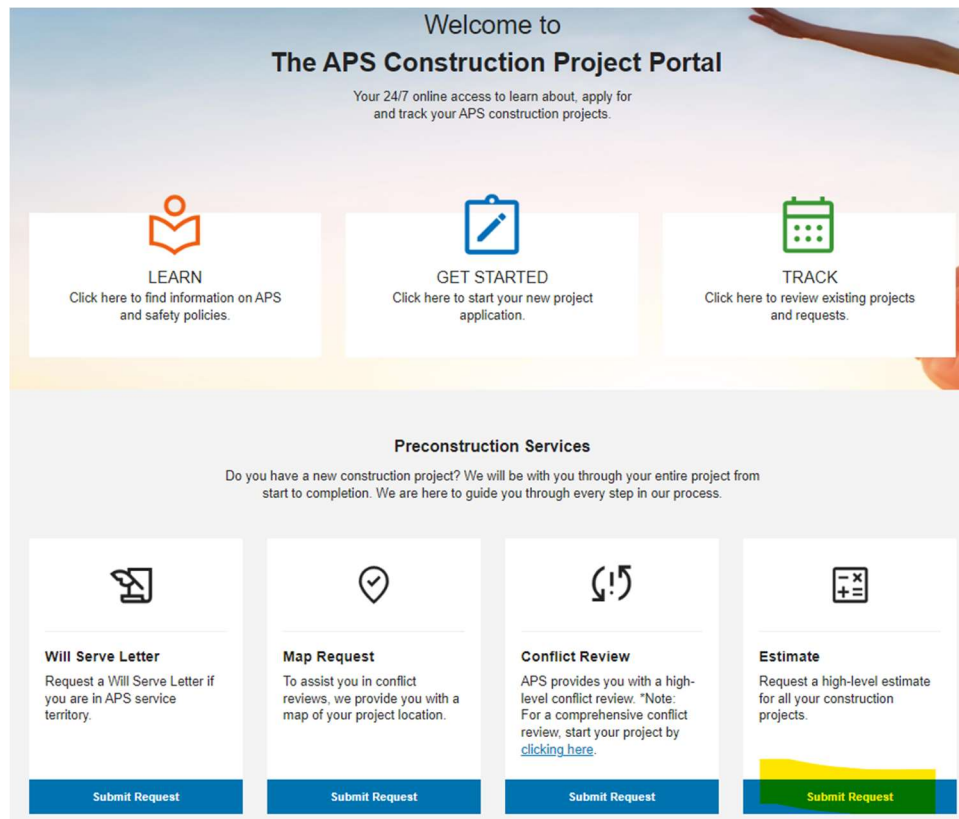
Local Construction Office Contact (Control Desk):
Resp. Unit - 6532
CCCcontroldesk@apsc.com
602-371-5802

Division Office Details:
CUSTOMER CONSTRUCTION CENTRAL
10001 N 23rd Ave
Building F2 STA 3536
Phoenix, AZ 85021

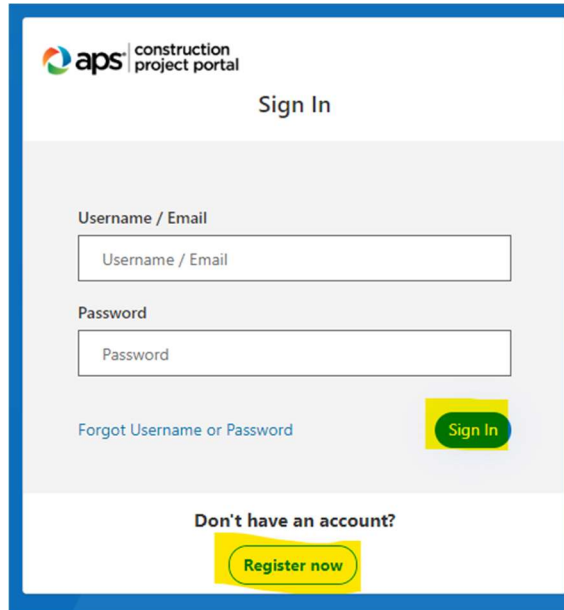


3) HOW TO REQUEST A HIGH-LEVEL ESTIMATE FOR COSTS

- A. Beginning on the APS Construction Portal home page ([Home · Starter Portal](#)) again, go to the section on the bottom right of the screen for 'Estimate'. Click 'Submit Request' to begin.



- B. Here, you will login if you have an existing account with the APS Construction Portal or register if you do not.



The image shows a screenshot of the APS Construction Project Portal login and registration interface. At the top left is the APS logo and the text 'construction project portal'. The main heading is 'Sign In'. Below this are two input fields: 'Username / Email' and 'Password'. To the left of the 'Sign In' button is a link that says 'Forgot Username or Password'. The 'Sign In' button is green with white text. Below the login section, there is a link that says 'Don't have an account?' and a yellow button with black text that says 'Register now'.

- C. Complete the Registration section if you are new User and skip this section if you have an existing account.
- D. Once you are logged in, you will again select 'Estimates' from the home page of the Construction Portal.

E. Complete the required fields on the 'Estimates' page.

Hello Kristine

Estimates

Application Review Document Submit

1 — 2 — 3 — 4

Project Location Project Detail

Project Location

☐ I am unable to locate my address / do not currently have a street address now.?

Project Address *

City *

State *

Zip Code *

APS Service Center *

F. Create a project name and all fields, including the 'Anticipated Service Date'.

Project Detail

Create a project name [?] *

Please tell us about your project [?] *

0/2000 Characters

Anticipated in-service date [?] *

please select a date

☐ Changes to an existing service [?]

☐ New construction

Back

Save & Exit

Continue

Project Location ^

Verify that the Project address you have entered is correct. If you need to make changes, click the edit button.

Project Address *

500 N 5th St

City *

Phoenix

State *

AZ

Zip Code *

85004

APS Service Center *

Central

Edit

Review Next Section

Project Detail v

Would you like to add any additional comments? (optional)

0/2000 Characters

Save & Exit

Continue

- G. From here, you will be directed to another screen which will allow you to upload your completed ITP Form 3. Please make sure form is filled out completely and is legible.

Estimates

Application Review Document Submit

1 2 3 4

Upload Document

Please upload all documents related to your request (project designs/ site plans, electrical plans or load calcs) for a smooth assessment. You can also upload additional documents after submission.

Things to know before you upload documents:

- Max upload 100MB per upload. Can upload multiple files.
- For larger files, contact the representative associated with your project, once you've submitted the application.
- Zip files cannot be password protected.
- Your file may take up to 60 seconds to load.

Documents

There are no folders or files to display.

Upload

Save & Exit

Submit Request

- H. Once your application has been submitted, you are finished. You should receive an acknowledgment of receipt of your application within approximately one week. It will take approximately **four weeks** to process your request.