



## PROCEDURE 204 B

### Transfer Switch Incentive Application and Checklist

#### 1. SCOPE

This procedure provides details for processing an incentive for the installation of a transfer switch on a residential or small business customer. Agricultural accounts, where the transfer switch is self-installed for an outbuilding or grain dryer, will not be eligible for this incentive.

#### 2. CUSTOMER RESPONSIBILITIES

- A) Have the transfer switch installed by a licensed electrician.
- B) The transfer switch must be self-contained and have a "center-off" position.  
Exception: Transfer switches that are part of a permanently installed, packaged system with an auto-switching feature may qualify for the incentive.
- C) Transfer equipment shall be suitable for the intended use and designed and installed as to prevent the inadvertent interconnection of normal and alternate source(s) of supply in any operation of the transfer equipment.
- D) The customer must contact Dawson Public Power District (PPD) to begin the incentive application.

#### 3. DAWSON PUBLIC POWER DISTRICT RESPONSIBILITIES

Upon notification from the customer that a transfer switch has been installed, Dawson PPD will do the following:

- A) Create a transfer switch incentive application for the customer.
- B) Dispatch an area lineman to verify installation of the transfer switch.
- C) Review and process the incentive application.
  - i. \$300 incentive payment for a 100 amp load rating.
  - ii. \$500 incentive payment for a 200 amp load rating.
- D) Record installation of a transfer switch and save a copy of the application in the customer's electronic file.
- E) Disburse a direct payment to the customer in the applicable dollar amount.

#### 4. INCENTIVE APPLICATION

### DAWSON PUBLIC POWER DISTRICT Application for Transfer Switch Installation Incentive

Customer Information

Name \_\_\_\_\_  
Installation Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Account \_\_\_\_\_  
Meter \_\_\_\_\_

Application Date \_\_\_\_\_

City \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Incentive Amount \_\_\_\_\_

Installed by \_\_\_\_\_

Phone \_\_\_\_\_

Dawson PPD Operations

Inspected by \_\_\_\_\_

DPPD Inspection Date \_\_\_\_\_

Transfer Switch Data

Manufacturer \_\_\_\_\_  
Model / Serial \_\_\_\_\_  
Ampacity \_\_\_\_\_ Amps  
Voltage Rating \_\_\_\_\_ Volts AC  
Service Capacity \_\_\_\_\_ Amps

- Manual Switch
  - Center Position
  - Normal Source Wiring Location
  - Generator Source Wiring Location
  - Load Wiring Location



- Automatic Switch \*
  - \* Must be operationally tested with owner or installer present.
  - Record voltage at meter location \_\_\_\_\_ Volts AC
  - Drop primary fuse to de-energize service
  - Verify that back-up system starts and delivers power to load
  - Verify that voltage is NOT present at meter terminals
  - Restore normal service by reinstalling primary fuse
  - Verify that transfer switch is restored to normal state
  - Verify that power from normal source to load is restored

Dawson PPD Documentation

Reviewed by \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Sent to  Billing  Accounting  
\_\_\_\_\_

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