PROCEDURE 204 B

Transfer Switch Incentive Application and Checklist

Effective: 09/02/2026

SCOPE

This is the procedure for processing a transfer switch incentive for residential or small business accounts. Agricultural accounts, where the transfer switch is self-installed for an outbuilding or grain dryer, are not eligible for this incentive.

CUSTOMER RESPONSIBILITIES

A) A licensed electrician shall install the transfer switch and be responsible for all permits required by law.

a. The installation shall comply with the National Electric Code.

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 to begin the incentive application.

DAWSON PPD 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) Issue a direct payment to the customer in the applicable dollar amount.

Dawson Public Power District
Application for Transfer Switch Installation Incentive

Customer information

Application date _____

Name _____

Installation address _____ City _____

Mailing address _____ City _____ Zip _____

Phone _____

Account _____ Incentive amount _____

Meter number _____

Installed by _____

Dawson PPD Operations

Inspected by _____ Inspection date _____

Transfer switch data

Manufacturer _____

Model/Serial _____

Ampacity _____ Amps

Voltage rating _____ Volts AC

Service capacity _____ Amps

DAWSON PUBLIC POWER

☐ *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 volage 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 _____

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