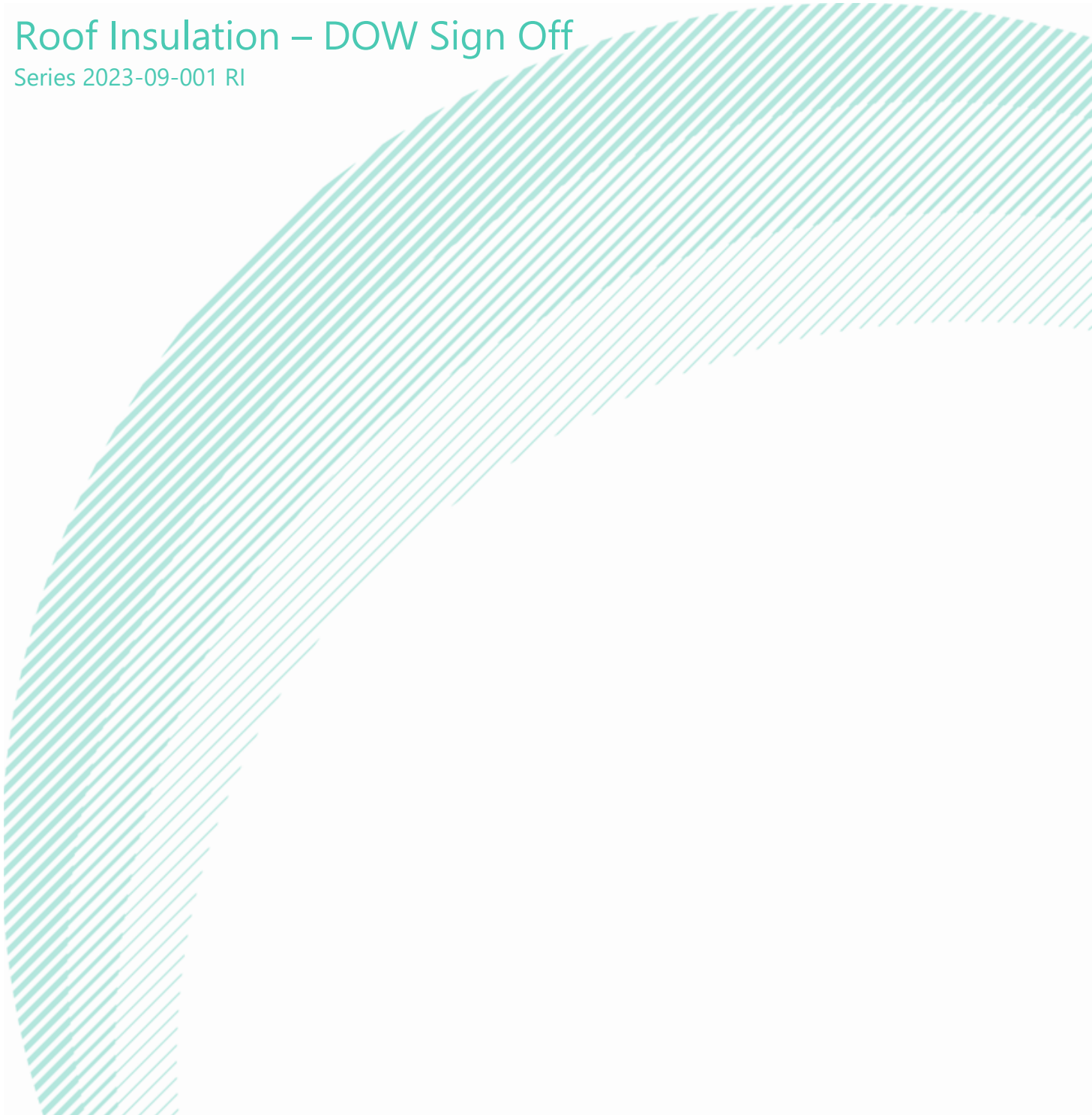


Better Energy Homes: Quality Alert

Roof Insulation – DOW Sign Off

Series 2023-09-001 RI



Declaration of Works (DOW) form Guidance

A significant number of Declaration of Works (DOW) forms submitted for processing of the Roof Insulation grant result in being returned to the Homeowner due to the form being filled out incorrectly or not to completion. On the roof insulation DOW, the most common reason for the returns of these documents is the absence of a signature from either the Homeowner or Contractor.

The return of these documentation to the Homeowner to amend results in a delay of processing of the grant which leads to a delay in the payment of the grant to Homeowner and possibly payment to the Contractor.

As an appointed Contractor, **it is your responsibility** as well as the Homeowners to ensure the submission of the completed DOW is to the standard required for it to be processed. This short Quality Alert notice is aimed to serve as a reminder and guidance on all areas of the DOW which must be signed for it to be deemed complete for processing.

Please review the below DOW example and ensure all forms are completed fully and correctly before returning to the Homeowner. Please note, only nominated personnel are permitted to sign DOWs. The Contractor shall inform the Homeowner of the section required for them to sign. The sections of the DOW to be completed by the Contractor are highlighted below in **blue** while the section to be completed and signed by the Homeowner is highlighted below in **red**.



Declaration of Works Form
Roof Insulation

Date of Offer:
Date of Expiry:

If you wish to cancel this Energy Upgrade, please tick the box below and return to SEAI along with all other required documentation when requesting your grant payment

1. Homeowner / Contractor Details

(Please complete in BLOCK CAPITALS)

Application ID	
Unique DOW ID	
MPRN (Meter Point Reference Number)	
Homeowner Name	
Installation Address	
Registered Contractor ID No.	
Contractor Name (as per application)	

If you have changed your contractor, please enter your new contractor details below

Registered Contractor ID No.	
Contractor Name	

Enter the total cost of the grant related upgrade works.

2. Sections to be completed by CONTRACTOR

(a) Measure Cost

Total Cost of Roof Insulation including Labour and VAT	€
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(b) Measure Specification

Please complete ALL of the following noting in particular: All roof types found in the home must be indicated with a tick. For each roof type found in the home the Before and After works MUST be indicated as a percentage between 0% and 100%. If less than 100% work is done on any one roof type then the reason for the partial solution should be noted in the comments box below, noting that the grant requires a whole-house solution. Guidelines for estimating the U-value of roofs prior to Better Energy Homes works are provided overleaf.

	Type of roof found in Home (please tick)	Before Works	After Works
% Flat Roof Area of Home Insulated	<input type="checkbox"/>	%	%*
% Sloping Rafters Area of Home Insulated	<input type="checkbox"/>	%	%*
% Ceiling Area of Home Insulated	<input type="checkbox"/>	%	%*
Is Spray Foam used for roof / ceiling insulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	%
Name of the product	NSAI Agreement Certificate number or equivalent		
Depth / Thickness of Insulation (average)		mm	mm
Calculated U-Value for Roof (average)		W/m ² K	W/m ² K
Area of roof / ceiling insulated by you			m ²

Enter accurate details of upgrade works. Ensure calculated U-value of works is compliant with BEH minimum standards.

If less than 100% please provide explanation in comments box below or attach on a separate sheet

Comment:

Add any supplementary information related to works, if deemed necessary

Important Note: If a spray foam insulation product is used, the NSAI Agreement Certificate or equivalent must be provided to the homeowner and must be available in case of an SEAI inspection.

PTO

(c) Contractor Declarations

Registered Contractor ID Number	_____
Contractor (Company) Name (BLOCK CAPITALS)	_____

Insert your Registered Contractor ID number and Company Name.

- I declare that all works indicated overleaf are fully compliant with the Better Energy Homes Contractor Registration Terms and Conditions, the Domestic Technical Standards and Specifications (DTSS) and the Better Energy Homes Contractors Code of Practice.
- I confirm that I have been paid in full or an agreed payment schedule contract is in place by the homeowner for the works described and that I have personally completed section 2 of this form to reflect the works undertaken.
- I confirm I have completed Section 4 (Pre-Grant Evaluation Estimate data) on the BER DOW Form as required for all measures undertaken by me and have returned the form to the homeowner.

Signature of Nominated Person*		Date:							
Nominated Person Name (BLOCK CAPITALS) *									
DATE THE GRANT WORK WAS COMPLETED		Date:							

Nominated person must sign and date. Date of grant works completed must also be completed.

3. Section to be completed by HOMEOWNER: (Please note this declaration must be signed by the Homeowner)

Homeowner Declaration	
I declare that I am the owner of this dwelling and that the works detailed overleaf have been completed to my satisfaction. I confirm that I have paid the contractor in full or entered an agreed payment schedule contract for the works described. I understand that where my total expenditure is less than the fixed grant amount then the lower amount will be the grant payment.	
I understand that all works may be inspected by SEAI or its agents. I undertake to facilitate any reasonable request to conduct the inspection / audit process.	
Signed	Date: / /
Name (BLOCK CAPITALS)	

Provide reminder to Homeowner they must sign and date to complete DOW and process for payment.

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Rialtas na hÉireann
Government of Ireland