



IBEW LOCAL 46 MARKET RECOVERY / WORK RECOVERY PROCEDURES

PLEASE USE THESE ONLINE FORMS. (EFF. 01-18-2023)

ALL PREVIOUS FORMS ARE NO LONGER VALID AND WILL NOT BE ACCEPTED.

1 - **ACKNOWLEDGMENT FORM**

THIS FORM MUST BE ON FILE WITH IBEW LOCAL 46.

PLEASE FILL OUT AND SUBMIT THIS FORM PRIOR TO INITIALLY REQUESTING A GRANT IF YOUR COMPANY HAS NOT REQUESTED A GRANT IN THE PAST TWO YEARS.

IF A CONTRACTOR HAS SENT A FORM IN THE PAST, A NEW ONE IS NOT REQUIRED.

2 - **GRANT REQUEST FORM**

A GRANT REQUEST MUST BE SENT IN FROM CONTRACTORS WHO ARE SIGNATORIES WITH IBEW LOCAL 46, AND WHO WISH TO RECEIVE ANY GRANT FOR A JOB, WHETHER IT IS FOR MONETARY COMPENSATION OR NOT, AND PRIOR TO WINNING THE JOB.

CONTRACTORS MUST BE SIGNATORIES WITH IBEW LOCAL 46

THE GRANT REQUEST MUST BE REQUESTED NO LESS THAN 48 HOURS PRIOR TO BID TIME AND BE ON FILE WITH IBEW LOCAL 46
(WEEKENDS AND HOLIDAYS DO NOT APPLY)

GRANTS ARE ONLY VALID FOR 60 DAYS, AS NOTED ON THE GRANT.

ALL BOXES **MUST** BE FILLED IN. THE MORE INFORMATION PROVIDED, THE BETTER.

IF GRANT IS ABOUT TO EXPIRE, PLEASE SUBMIT **A GRANT EXTENSION PRIOR TO EXPIRATION.**

IN ORDER TO KEEP THE GRANT ACTIVE, UNLESS IT HAS BEEN WON OR LOST.

3A - **FUNDED GRANT EXTENSION FORM**

A GRANT EXTENSION MUST BE SENT IN PRIOR TO THE EXPIRATION DATE OF THE GRANT AS NOTED ON THE GRANT.

GRANTS ARE ONLY VALID FOR 60 DAYS FROM ISSUANCE UNLESS THE JOB IS WON, AT WHICH TIME A "**JOB WON**" FORM MUST BE SUBMITTED.

3B - **UNFUNDED GRANT EXTENSION FORM**

A GRANT EXTENSION MUST BE SENT IN PRIOR TO THE EXPIRATION DATE OF THE GRANT AS NOTED ON THE GRANT.

GRANTS ARE ONLY VALID FOR 60 DAYS FROM ISSUANCE UNLESS THE JOB IS WON, AT WHICH TIME A "**JOB WON**" FORM MUST BE SUBMITTED.

4 - **JOB WON NOTIFICATION FORM**

THIS FORM **MUST** BE SENT IN FROM THE CONTRACTOR WHO APPLIED FOR A GRANT (FUNDED OR UNFUNDED) ON A JOB, HAS THEN WON THE JOB, AND WISHES TO RECEIVE THE GRANT APPLIED TO THAT JOB, WHETHER FOR MONETARY COMPENSATION OR NOT.

WHEN YOUR COMPANY WINS THE JOB:

5 - **PLEASE NOTIFY US WHEN YOU ACTUALLY START THE PROJECT.**

A COPY OF THE **NOTIFICATION TO PROCEED (THIS CAN BE IN THE FORM OF A COPY OF THE CONTRACT FROM THE PROJECT OWNER/GENERAL - FRONT PAGE COVERING AWARD IS SUFFICIENT)** IS REQUIRED IN ORDER TO START THE PAYMENT PROCESS.

ONCE THE JOB IS COMPLETED, THE EMPLOYER'S CUMULATIVE HOURS REPORT MUST BE FILLED OUT AND SUBMITTED FOR FINAL PAYMENT.

PLEASE SUBMIT THE FOLLOWING FOR THE FINAL DISPOSITION OF THE GRANT

6 - **2023 IBEW 46 WRP EMPLOYER CUMULATIVE HOURS WORKED REPORT**