



(DOCUMENT A)

**APPRENTICESHIP OPPORTUNITY PROGRAM (AOP-2)
BUSINESS AGREEMENT
Howard County Workforce Development Area (HCWDA)**

Business Name: _____
Business FEIN #: _____
Business Address: _____
Contact Person Name: _____
Email: _____
Website: _____

- I. This **Agreement** is entered into by the Howard County Workforce Development Area, herein referred to as the Howard County WDA, and

_____ referred to as the Business, for the purpose of establishing the terms and conditions under which the Howard County WDA businesses receive the local apprenticeship incentive.

Apprenticeship Opportunity Program (AOP-2) Agreement and Related Forms.

II. Terms and Conditions

The Business shall complete the following forms to apply for the AOP incentive.

1. AOP Application Form
2. Apprenticeship Information Sheet (AIS)
3. Assignment of Benefits Form (AOB)
4. Financial responsibilities of the Howard County WDA shall be limited to those charges authorized on the AIS.
5. The Howard County WDA may terminate this agreement at any time if it determines that an apprentice is not receiving proper instruction or supervision, or that any terms of this Agreement are being violated.
6. All terms of this Agreement requiring the Howard County WDA to pay funds to the Business are subject to the continuing availability of funds. If funds are not appropriated or otherwise not made available to support continuation on, the Howard County WDA shall have the right to terminate this agreement, and the Business is not entitled to recover any costs incurred after termination.
7. No person shall, on the grounds of race, sex, religion, age, citizenship, political affiliation or belief, or disabling condition be discriminated against or denied instruction as a participant.

III. Assurances

The Business assures that:

- a. It will comply with all pertinent requirements of the Agreement, as well as the applicable amendments or revisions to the Agreement. The Business must notify the Howard County WDA within **30** days after amendments or revisions are made if it cannot conform, so that the Howard County WDA may take appropriate action, including termination of the Agreement, if necessary.
- b. I Certify that I nor my company are barred from doing business with federal, state or local governmental entities and that my company is in good standing and will provide proof or a valid Certificate of Good Standing to Howard County Workforce Development Area, (valid for six months).
- c. The Apprenticeship Opportunity Program-2 (AOP-2) is a local initiative designed to help businesses establish or reactivate registered apprenticeship programs. Once these programs are approved by the Maryland Apprenticeship and Training Council (MATC) and the apprentices are officially registered at the Maryland Department of Labor (MD DOL), and hired. Employers are responsible for vetting the apprentices, ensuring they meet work authorization requirements according to MD DOL guidelines.

IV. Payment Procedures

1. Once the apprenticeship program and registered apprentices are verified by the Maryland Department of Labor and approved by the Howard County WDA, the payment can proceed as an outline in this agreement.
2. Each invoice must be accompanied by the corresponding voucher.
3. The Business will **NOT** invoice the Howard County WDA if the apprentices are no longer employed with the business at the time of application.
4. Once the invoice has been received by the Howard County WDA along with the appropriate documents, the payment will be made 30 days from the date of the invoice according to the Howard County Government policy.
5. It is the responsibility of the Business to submit invoices within **60** days of the incurred cost in order to receive payment. Failure to submit invoices within the specified time may result in the forfeiture of payment. All invoices should be sent to Ji Mar at jmar@howardcountymd.gov or mailed to the Howard County Office of Workforce Development located at 7161 Columbia Gateway Drive, Ste., D, Columbia, MD 21046.
6. If the Business receives over payments by the Howard County WDA, the Business must issue a refund within 90 days of receipt of payment.
7. Eligible Howard County businesses may receive up to \$5,000 per apprentice, with a maximum total of \$20,000 per employer, (4 apprentices). The award will be granted in two installments:
 - 1st installment: \$2,500 (Apply within the 60 days of hiring an apprentice upon submission of all required documentation)
 - 2nd installment: \$2,500 (**three months**) after commencement of the apprenticeship, as long as the apprentice is working in the position)

The following attachments are included as part of this Business Agreement.

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| <i>Document A:</i> | <i>Apprenticeship Opportunity Program (AOP) Business Agreement</i> |
| Attachment B: | Apprenticeship Information Sheet (AIS) |
| Attachment C: | Assignment of Benefits (AOB) |
| Attachment D: | Howard County New Vendor Certification |
| Attachment E: | W-9 |
| Attachment F: | I-9 Form for the Registered or Youth Apprentice |

All Attachments are to be submitted along with this signed agreement. (Document A)

***IMPORTANT!** For AOP-2, businesses must provide proof of good standing or a valid Certificate of Good Standing to the Howard County Workforce Development Area (valid for six months). Our Office will verify the business status directly through SDAT.

Steps for Employers to Obtain a Certificate of Good Standing:

1. Visit the Maryland SDAT Business Services site: <https://egov.maryland.gov/BusinessExpress>
2. Search for your business using the **Business Entity Search**.
3. Select your business and click "**Order Certificate of Status**".
4. Pay the **\$20 fee** online.
5. Download the certificate (available instantly in most cases).

AOP AGREEMENT SIGNATURE SHEET
Howard County Workforce Development Area

Name of Authorized Business Representative Date

Title of Authorized Business Representative

Signature of Authorized Business Representative Date

Howard County WDA Authorized Signature Date

**Veterans and eligible spouses will be given priority of service in time and funding.

Equal Opportunity Program: As an equal opportunity program; discrimination, in WIOA Title I financially assisted programs or activities is prohibited by federal law and by Howard County Government. Auxiliary aids and services are available upon request to individuals with disabilities. For accommodations in Howard County, please contact Stephanie Hill at 410-313-1060 or MD Relay 7-1-1 as soon as possible, but no later than 72 hours before the scheduled event.

The Personally Identifiable Information (PII) collected will be used as required by the Workforce Innovation and Opportunity Act, US Department of Labor, State of Maryland, and Howard County Government and will comply with the Privacy Act of 1974. The collection and use of all personal information is guided by strict standards of confidentiality.

Approved by: Shelia Little, HCOWD (SL)____
Approved by: Stephanie Adibe, HCOWD (SA)____
Reviewed by: Dolly Bermudez, HCOWD (DB)____

Date: May 14, 2025