

INTERGOVERNMENTAL AGREEMENT (IGA) FOR  
ALTERNATE WORK SPACE IN THE EVENT OF A DISASTER  
BETWEEN  
ADAMS COUNTY HUMAN SERVICES DEPARTMENT  
AND  
ARAPAHOE COUNTY DEPARTMENT OF HUMAN SERVICES

**1. PURPOSE**

This agreement between Arapahoe and Adams County Departments of Human Services, also referred to as the “Guest” or “Host,” located at 14980 E. Alameda Drive, Aurora, Colorado 80012, and Adams County Department of Human Services, located at 11860 Pecos Street, Westminster, Colorado 80234 also referred to as “Guest” or “Host,” provides a framework for cooperation between the parties in the event an emergency or disaster results in the inability to access the Arapahoe County or Adams County Departments of Human Services facilities in order to perform essential functions.

**2. SCOPE OF AGREEMENT**

A. This agreement provides, but is not limited to, alternate office work space for essential personnel in the event the Guests’ essential/critical functions are affected because an emergency/disaster disrupts the Arapahoe County Department of Human Services CentrePoint Facility or the Adams County Human Services Center.

B. The time period the Guest is expected to work out of the Hosts’ location is expected to be less than 30 days during which time the Guest will seek to acquire other more permanent facilities, or return to their original facility, or negotiate an extended support arrangement with the Host.

C. The Guest may need to share workstations/work space with Host personnel in order to support the Guests’ essential/critical functions. The Guest will work immediately with the Information Technology Department in order to gain access to equipment/systems/applications within a 72-hour timeframe. Guest is expecting to relocate approximately less than 50 (# of personnel) essential personnel to Hosts’ location.

**3. PROCEDURES**

**A. Availability of Space and Support**

1. The parties agree to work cooperatively to provide space, telecommunications, information technology services and equipment, security and other services necessary on a temporary basis to support the temporary relocation of the Guests’ essential personnel in order to perform essential/critical functions.

2. The Host's Manager and/or the Continuity of Operations Plan Owner will immediately notify the Guest of any situation that may reduce the Host's ability or capabilities to support the Guest's disaster recovery/business continuity/continuity of operations plan activation.

**B. Activation of Space and Support**

1. The Guest's Continuity of Operations Planning Team Leader and/or their successor/alternate will promptly notify the Host that the Continuity of Operations Plan was activated and alternate space is needed to support the essential/critical Guest's operations.

2. During the period of plan activation, the Host will provide good faith support to the Guest based on the requirements outlined in Attachment 1. However, modifications to those requirements are to be expected based on the particular circumstances of the incident or event.

**C. Reimbursement of Costs**

1. No exchange of funds in advance of activation of support requirements will take place.

2. The Guest is responsible for reimbursing the Host for reasonable costs (if any) associated with the actual plan activation. Such costs are to be limited to extraordinary expenses of the Host such as supplies, equipment, personnel costs above normal salaries and benefits, security and utilities. The Host is to provide the guest with appropriate cost codes and other billing information as soon as practicable.

**4. TERMS**

A. This agreement will be effective on the date of the last signature thereto and will continue until rescinded, upon 30 days written notice by either party.

B. The attachment containing specific space, telecommunications, equipment and other support requirements is to be reviewed and renewed annually on the anniversary date of the agreement by the parties.

For the Guest:\_\_\_\_\_ For the Host:\_\_\_\_\_

Signature

Signature

Printed Name/Title:\_\_\_\_\_ Printed Name/Title:\_\_\_\_\_

Date:\_\_\_\_\_ Date:\_\_\_\_\_

## **ATTACHMENT 1**

In the event of a disaster/emergency that requires a relocation, the Guest needs the following space, telecommunications, and support to conduct essential/critical functions for at least a 14-day period:

### **Space**

Shared workspace for up to 50 employees, depending on the need. This could be shared and could be shifted to reduce the effect of space on the host County.

### **Computers**

The guest would provide as many laptops for their workers/staff as able, but may need assistance from the host in providing some computers at workspaces, depending on the event and the need.

### **Telecommunications**

The guest may need access to telephones in order to make calls to clients.

### **Systems/Databases/Applications**

Any computers provided by host would need internet connectivity.

### **Equipment**

The guest would work to provide any needed office supplies, but may need to utilize paper, pens, staplers, envelopes, etc. from the host.

### **Miscellaneous**

The guest would address any miscellaneous needs and attempt to accommodate, if able. The host may be also be able to provide such miscellaneous needs. These requests would be discussed between the host and guests department managers.

### **Approvals:**

WHEREAS, the Adams County Human Services Department and the Arapahoe County Department of Human Services are at risk of a disaster that could force the closure of facilities; and,

WHEREAS, the closure of human services facilities could negatively impact Adams and Arapahoe clients who are dependent on the timely provision of human services; and,

WHEREAS, the Adams and Arapahoe Counties Human Services Departments are required to provide human services by the State of Colorado; and,

WHEREAS, it is in the interest of the Adams County Human Services and the Arapahoe County Department of Human Services to have an existing joint IGA that outlines basic rights and obligations for each party in the event a disaster necessitates the parties temporarily sharing workspace.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners, County of Adams and Arapahoe, State of Colorado, that the Intergovernmental Agreement for Alternative Workspace between the Adams County Human Services Department and the Arapahoe County Department of Human Services, be approved.

BE IT FURTHER RESOLVED, that the Chair is authorized to execute said IGA on behalf of each County.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

State of Colorado )

County of Arapahoe )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_

My Commission expires \_\_\_\_\_.

Notary Public

SEAL

ATTEST: Clerk to the Board

ARAPAHOE COUNTY

\_\_\_\_\_

By: \_\_\_\_\_

Chair, Board of County Commissioners

Date: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

State of Colorado )

County of Adams )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_

My Commission expires \_\_\_\_\_.  
Notary Public

SEAL

ATTEST: Clerk to the Board

ADAMS COUNTY

\_\_\_\_\_

By: \_\_\_\_\_  
Chair, Board of County Commissioners

Date: \_\_\_\_\_