

*Approved*

***Eviction Prevention and Unmet Needs Guidelines for  
the Barrier Busters Emergency Unmet Needs Fund***

1. Funds may be used for any housing related emergency, including rent, security deposit, utilities (gas, electric, & water) and moving expenses **OR** Funds may also be used for any emergency unmet need that promotes sustainable housing, including transportation, health care<sup>1</sup>, phone service, or food. An emergency is defined as:
  - a. A consumer has an unresolved crisis that presents an immediate danger to their health and welfare.
  - b. There is an imminent threat that the consumer will be evicted or be made homeless.
2. Funds may be used for anyone who presently resides in Washtenaw County. A request made for non-residents for a security deposit may be approved at the discretion of the Coordinator or Barrier Buster Co-Chair.
3. Each Barrier Buster is responsible and accountable to the Barrier Buster Action Group for every request they make. By making a request for assistance, the Barrier Buster is certifying that:
  - a. The agency Barrier Buster has made a reasonable effort to obtain money from other sources, within the time allowed by the urgency and circumstances of the request and have documented these efforts on the Barrier Buster application;
  - b. When appropriate, the Barrier Buster must apply for public money including but not limited to Department Human Services, Employment Training & Community Services (ETCS), and Washtenaw County Veteran Services. The Barrier Buster should speak with the equivalent Barrier Buster staff at the public agency if problems arise;
  - c. The agency Barrier Buster has evaluated and facilitated the consumers ability to succeed and believe that the housing is reasonably affordable for the person in need;

---

<sup>1</sup> Generally, for health related items, the consumer should seek Medicaid assistance or another publicly funded health program such as the Washtenaw Health Plan.

*Approved*

- d. The consumer may receive funds from the Emergency Unmet Needs fund once every 12 months. This requirement may be waived at the request of the referring agency.
  - e. They have connected the tenant to all available needed social services and have documented the recommendations on the online application;
  - f. If a tenant was given money for a security deposit, they have informed the tenant he/she may be required to sign the Barrier Busters security deposit agreement.<sup>2</sup>
  - g. They will be prepared, if asked, to discuss the request at the next Barrier Buster Network Action Group meeting;
  - h. They have collected and retained the necessary documentation to support the request.
4. There is no cap or limit on the amount of money that can be disbursed at one time. The agency Barrier Buster should request sufficient funds to enable the client to resolve the housing issue(s). If there are not sufficient Barrier Buster funds to meet the need, the Barrier Buster will coordinate the contributions from other sources.
5. Landlords seeking assistance for a tenant may contact one of the following assigned Barrier Busters:<sup>3</sup>
- a. Mary Beth Lampe at 734/477-7406;
  - b. Housing Bureau for Seniors at 734/998-9339, for consumers over the age of 55.

Landlords must agree to sign the landlord assistance agreement, as well as the security deposit agreement if receiving money for security deposit.

6. Barrier Busters will follow up on each request at six months to determine whether the client-tenant has been able to maintain housing and whether he/she needs more assistance. If a Barrier Buster is unable to conduct this follow up, he/she will work to ensure that the consumer has a case manager who can conduct the follow up.<sup>4</sup>

---

<sup>2</sup> The agreement is pending review by the BB Co-chairs and the Action Group, until such time as the agreement is approved; no security agreement will be required.

<sup>3</sup> This requirement may be subject to change if a partnership with local landlords can be achieved.

<sup>4</sup> The coordinator will remind the Barrier Buster regarding the follow-up or establish an automated email tickler system for this purpose, until such time as the system is created and approved by Action Group, no specific follow up is required, though it is encouraged.