

**PROPOSED GUIDELINES**  
**BARRIER BUSTER EVICTION PREVENTION FUNDS**

1. Funds may be used for any housing related emergency, including rent, security deposit, utilities (gas, electric, water, moving expenses). These funds cannot be used for telephone bills but money may be available separately in the unmet needs fund. An emergency is defined as:
  - a. A consumer is an unresolved crisis that presents and 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 or intends to reside in Washtenaw County.
3. Each Barrier Buster is responsible and accountable to the Barrier Buster Network Action Group for every request they make. By making a request for assistance, the Barrier Buster is certifying that:
  - a. They have 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 Barrier Buster has evaluated and facilitated the consumers ability to succeed and believe that the housing is reasonably affordable for the person in need;
  - d. They have connected the tenant to all available needed social services and have documented the recommendations within the request form of the online application;
  - e. If a tenant was given money for a security deposit, they have informed the tenant he/she will be required to sign the Barrier Busters security deposit agreement.
  - f. They will be prepared, if asked, to discuss the request at the next Barrier Buster Network Action Group meeting;
  - g. They have collected the necessary documentation to support the request.

*First Review Draft: Barrier Busters Network, Guidelines Workgroup*

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 must contact one of the following assigned Barrier Busters:
  - 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 three 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. (The HSCC coordinator will remind the Barrier Buster regarding the follow-up or establish an automated email tickler system for this purpose.)