



NNEDV

## ***Building Survivor Wealth: A Matched Savings & Individual Development Account "How to Guide"***

*Special thanks to our member coalitions for their expert contributions, particularly:*

***Florida Coalition Against Domestic Violence, Inc.  
Kentucky Domestic Violence Association  
New Mexico Coalition Against Domestic Violence  
Vermont Network Against Domestic and Sexual Violence  
Washington State Coalition Against Domestic Violence***

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# Building Survivor Wealth: A Matched Savings & Individual Development Account “How to Guide”

## INTRODUCTION

“Matched Savings Account” and Individual Development Account (IDA) programs provide low-income and traditionally underserved individuals with incentives to save. These programs also enable participants to develop basic personal finance skills, encourage sound money management habits, and help build assets. These assets help participants fund short-term or long-term goals. Traditional IDA program participant goals may include purchasing a home, financing a post-secondary education, or starting a small business. Alternatively, flexible privately-funded Matched Savings Account programs may help participants save toward other goals such as paying off debt, funding auto repairs or car purchases, paying for child care services, job training or certification, and more.

### Making the Case

According to a 2004 Federal Reserve Board (FRB) Survey, an estimated 10 million American households do not use any facet of the banking system,<sup>1</sup> and an even larger number use only a limited number of banking services. Low- and moderate-income households make up the vast majority of that number. A projected \$250 billion in transactions occur through non-traditional financial institutions and companies annually,<sup>2</sup> often at the expense of vulnerable and already financially strapped individuals through high fees and interest rates. And, a 2009 Federal Deposit Insurance Corporation (FDIC) White Paper on the unbanked states that about 10 to 20 million Americans “have no relationship with a bank.”<sup>3</sup> Unfortunately, under- and un-banked individuals “are often forced to do business with check-cashing firms or payday lenders, whose loans may carry an average annual percentage rate of 470 percent.”<sup>4</sup> However, creating opportunities for low- and moderate-income families, which encourage them to participate in mainstream banking, may reduce their exposure to predatory lending practices (e.g., payday loans, car title companies, etc.) to meet their everyday financial needs.

Some financial institutions have started “working with community organizations and regulators” to target this problem “by opening branches in

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<sup>1</sup> Federal Reserve Board, *Survey of Consumer Finances*. (2004).

<sup>2</sup> Brian Grow and Keith Epstein, “The Poverty Business: Inside U.S. Companies’ Audacious Drive to Extract More Profits from the Nation’s Working Poor,” *Business Week*, May 21, 2007.

<sup>3</sup> Federal Deposit Insurance Corporation White Paper, *Financial Education and the Future: The Banking Industry’s Role in Helping Consumers Manage Money and Build Assets* (2009).

<sup>4</sup> Ibid.

underserved areas and offering a mix of services and products geared toward the unbanked. These include remittances, fee-based check cashing, and 'second chance' checking accounts." Some financial institutions also attempt "to attract un-banked consumers through Individual Development Accounts."<sup>5</sup> Additionally, private foundations like The Allstate Foundation (TAF) are providing private funding opportunities to domestic violence programs that deliver basic financial education, coupled with flexible Matched Savings Account opportunities to survivors.

By introducing under- and un-banked individuals to financial education and savings opportunities through Matched Savings or IDA programs, a generally untapped market may turn increasingly to banks and credit unions for most or all of their money transactions. Local domestic violence programs and other community organizations can play a key role in raising financial services providers' awareness about the potential benefits associated with investing in these programs, for both program participants and the financial institutions. Banks, in particular, may receive positive consideration from financial institution regulators given that their investment, lending, and service performance is evaluated by the Federal Deposit Insurance Corporation (FDIC)<sup>6</sup> via the Community Reinvestment Act (CRA). (Note however, that CRA does not apply to credit unions.)

## **FUNDING THE PERFECT MATCH**

### **How Do Matched Savings Account Programs Work?**

Like other Matched Savings, the account holder deposits money into a savings account and the funds are matched by an organization or institution offering the program. The match can vary from a simple dollar-to-dollar match up to an eight-to-one match, depending on the rules of the particular program. Money for the match can be provided through a variety of public and private sources. Listed below are some examples of programs that provide funding for operating and/or matching funds:

#### **Public**

- Health & Human Services (HHS)
  - Assets for Independence
  - Office of Refugee Resettlement
  - Community Services Block Grants
  - TANF
- Housing & Urban Development (HUD)
- Department of Labor
- State and Local Discretionary Spending
- State Tax Credits<sup>7</sup>

#### **Private**

- Foundations
- Banks & Financial Institutions
- Federal Home Loan Banks
- Businesses & Corporations
- United Way
- Faith-Based Organizations
- Individuals

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<sup>5</sup> Ibid.

<sup>6</sup> *FDIC Quarterly*, 2007, Volume 1, No 1.

<sup>7</sup> *CFED*, Individual Development Accounts: Providing Opportunities to Build Assets, June 2008 and *FDIC Quarterly*, 2007, Volume 1, No 1.

## How Do IDAs Work?

Individual Development Accounts (IDAs) are **federally qualified**, matched savings accounts that enable low-income families to save money for a particular financial goal, such as buying a home, paying for post-secondary education or starting or expanding a small business.

Traditional IDAs are typically funded with federal dollars. These matched savings programs typically come with **requirements or limitations, such as: maximum income levels, net worth, earned income requirements, limitations on withdrawals and financial education classes**. These requirements vary by state, region, and program, so it is important to know what, if any, apply in your particular community.

The Corporation for Enterprise Development (CFED), a national nonprofit based in Washington, D.C., focuses on expanding economic opportunity for low-income families and communities, and provides a robust online resource showcasing IDA and Matched Savings Account programs across the country. The website also provides free downloadable program design materials for organizations interested in creating their own program. For more information, go to: [www.cfed.org](http://www.cfed.org). The direct link to program design resources is: [http://cfed.org/programs/idas/research\\_and\\_resources/](http://cfed.org/programs/idas/research_and_resources/).

## Domestic Violence Coalition Program Funding

State domestic violence coalitions report receiving the majority of their funding from private sources, though one coalition receives funding from a federal program. It is possible and important for domestic violence coalitions to diversify their funding sources to serve the needs of survivors at different stages of their economic empowerment journey.

### Privately Funded Programs

Several domestic violence coalitions receive private funding primarily or solely from The Allstate Foundation's (TAF) *Economic Empowerment Grant Program*, and have utilized these funds to **establish flexible micro match programs**. In other instances, private funding helps support state coalition technical assistance efforts with local partners (sub-grantees) working with an existing Matched Savings program in the community. In the later instance, coalition or local program staff **provide general information about existing IDA/Matched Savings to survivors as part of a financial literacy workshop**, or as part of a **one-on-one counseling session**. Staff also **provide referrals to an existing IDA or more flexible survivor-focused matched savings programs**.

For instance, the Washington State Coalition Against Domestic Violence (WSCADV) receives funding from The Allstate Foundation's *Economic Empowerment Grant Program*. It partners with and provides technical

assistance to two local programs – the Spokane YWCA and the South King County YWCA. Launched in 2005, the Spokane YWCA program administers the day-to-day operations of its *Micro Match Program*. The South King County YWCA does not administer a Matched Savings program per se, but rather refers survivors to an existing IDA program in the local community, the United Way of King County. A local program case manager encourages who meet eligibility requirements to sign up with a participating agency. The case manager also offers financial literacy classes. The classes provide information about IDA programs, and utilize these as an opportunity to recruit new matched savings participants.

The Spokane YWCA has three years of experience operating a Matched Savings program, and is not an IDA program as defined by the Assets for Independence federal grant program (see below). However, this organization has developed a privately-funded Matched Savings program, which provides for shorter savings periods and more flexibility in the use of funds by survivors. This program allows use of survivor savings to assist participants in attaining an education or a work-related goal.

### **Federally Funded Programs**

One state coalition reports receiving funding from a federal program – Assets for Independence (AFI), through the Office of Community Service, U.S. Department of Health and Human Services grants program. The AFI program is a well-recognized traditional federal IDA grant program. To learn more about the Assets for Independence program, visit: <http://www.acf.hhs.gov/programs/ocs/afi/>.

### **Funding Diversification (Public and Private)**

In some instances, **domestic violence coalitions manage several privately and federally funded grants**. Diversification of funding can help enhance or expand program options to better serve a greater number of survivors. Funding diversification can provide alternative matched savings opportunities for prospective participants in unique life situations, and at varying stages of their economic empowerment journey.

The Kentucky Domestic Violence Association (KDVA) manages several grants which help amplify the impact of its IDA Program and other economic empowerment programs. These include: a Micro Loan Program (no interest 12-month loans secured by IDAs); a Car IDA Program; a Pre-IDA Program; and a VITA Site (IRS, Volunteer Income Tax Assistance) Program offering

free tax preparation and Earned Income Tax Credit (EITC) outreach supported by VITA volunteers – volunteers who prepare taxes.<sup>8</sup>

The largest of KDVA’s grants is federal and provides Individual Development Accounts to about 200 participants with a \$2 to \$1 match toward the purchase of a home, post-secondary education, or for a small business. KDVA diversifies its economic empowerment initiatives with private funding from The Allstate Foundation to fund a smaller Car IDA Program with a \$1 to \$1 match. This coalition also prepares survivors to become future Matched Savings Account participants through a Pre-IDA Program, which is aimed at survivors who are not quite ready to enroll in a matched savings program but who want to start working on improving their personal finances. Pre-IDA program participants take part in financial education and related instruction. This approach is based upon a philosophy that once prospective participants learn about the importance of building their credit through timely payments, they will be better-positioned to envision and achieve asset-building to meet personal goals.

**Table 1: Sources of Past Matched Savings/IDA Funding for Domestic Violence State Coalitions**

State Coalition	Federal Funding	State Funding	The Allstate Foundation Funding	Other Related Non-Matched Savings Support
<b>Florida: FCADV, Matching STEPS</b>	---	---	•TAF	•Contract with the Department of Children and Families, DCF (training and technical assistance to DV centers)
<b>Kentucky: KDVA, IDA Program; Pre-IDA Program; Car IDA Program</b>	•AFI	---	•TAF	•KHC (operational) •IRS (VITA site operations) •TAF (Micro Loan Program) •OCS (VITA)

<sup>8</sup> The VITA Program offers free tax help to low- to moderate-income (generally, \$49,000 and below) people who cannot prepare their own tax returns. Certified volunteers sponsored by various organizations receive training to help prepare basic tax returns in communities across the country. VITA sites are generally located at community and neighborhood centers, libraries, schools, shopping malls, and other convenient locations. Most locations also offer free electronic filing. **To locate the nearest VITA site, call 1-800-829-1040.** To learn more about the VITA program, visit: <http://www.irs.gov/individuals/article/0,,id=107626,00.html>.

				support) • VISTA Grant
<b>New Mexico:</b>	---	---	•TAF (2008-2009 only)	•ACCION (one-time limited contribution) •WESST (one-time limited contribution)
<b>Vermont:</b>	---	---	•TAF	---
<b>Washington: WSCADV, Micro Match Program</b>	---	---	•TAF	---

### Accurate Record-Keeping and Grant Reporting

From the onset, it is important for a coalition to determine the kind of data it should collect from its participating local program(s)/sub-grantee(s) for each IDA or Matched Savings grant it administers. Encouraging local programs and community partners to **track and share up-to-date information on the participants' progress** will facilitate due diligence in program oversight and in grant reporting to funders. It will also aid the program in **tracking unforeseen challenges and successes**, as well as important **programmatic milestones**. Further, accurate reporting that demonstrates a program's **overall social impact by diligently listing outputs and outcomes** may also help secure funding in future years, helping increase the likelihood of program sustainability. (See Worksheet 2 in the Addendum below to view outcome examples.)

Keep in mind that **each federal or private grant program will have its own specific reporting requirements**. Therefore, developing a **record-keeping system for each grant that accurately tracks expenditures** is also important. Most programs, such as the Florida Coalition Against Domestic Violence, Inc. (FCADV), simply use Excel spreadsheets to track program deliverables. KDVA, which receives funding through the federal *AFI* program, utilizes the AFI2 web-based program provided at no charge by this program. At a minimum, a program should keep up-to-date records on the following information for each grant it administers:

- Grant name and/or other grant identifying number;
- Grant amount and date and/or grant period;
- Itemized list of expenditures;
- Total program participants;
- Total number of participants that completed the program;
- Total number of home, educational or small business purchases, etc;
- Type of micro-match fund expenditures (auto repair, child care services, debt pay-off, etc.)
- Total number of disqualified participants;

- Total number of emergency withdrawals;
- Summary of program activities and accomplishments;
- List of local partners (domestic violence sub-grantees);
- List of community partners (other local organizations);
- Summary of outreach efforts and participant recruitment tools;
- List of other funding; and
- Specific challenges during grant cycle.

## NUTS & BOLTS

### Program Set-up and Administration

#### **Getting Started**

To get started, FCADV recommends reviewing CFED’s suggestions and checklists before setting up a Matched Savings Program. (See “Building a Matched Savings Program” Worksheet 1 in the Addendum below).<sup>9</sup>

First, it is important that the sponsoring organization (either the coalition or local domestic violence program) **determine participant eligibility requirements** (defining “household” and “income”), and **determine ongoing participation requirements** (such as the frequency of deposits and participation in financial education classes). The program will also have to **set standards for qualified withdrawals, emergency withdrawals, leave of absences, participant terminations, staff confidentiality, and parameters of savings goals and applicable timeframes.**

Additionally, the program will need to **identify and secure a partnering commitment from a financial institution** – one that is able and **willing to provide technical and operational management for each account.** The partner institution **may also provide support in the form of contributing additional matched funds.** The sponsoring IDA/Matched Savings organization will likely need to partner with a financial institution, which can provide the adequate technical infrastructure to hold the participants’ accounts. In most instances it is not viable for community organizations, such as non-profit domestic violence programs, to function as a bank or credit union due to lack of resources, technical infrastructure, and staff. Therefore, developing relationships with financial institutions and **leveraging existing resources in the community is an important first step to starting up a new program** that can be sustained over time.

Once key partnerships have been established, the coalition and/or local program will need to **establish written procedures** for your IDA/Matched Savings program, **ensure necessary written agreements are in place,** and **develop program forms.** The **program design processes** should take into consideration special needs for its target audience.

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<sup>9</sup> CFED website, [http://cfed.org/programs/idas/research\\_and\\_resources/](http://cfed.org/programs/idas/research_and_resources/).



## **Best Practices in Accountholder Relations**

### **Participant Deposit Procedures**

Ideally, the **savings the participant deposits should be in the participant's name; or alternatively in the participant's name as a joint account with the program.** Each participant should understand that the bank will provide the coalition or local program personal account information on a regular basis to issue regular (typically monthly) account statements. Additionally, the participants' individual deposits **should be held in an interest-bearing account**, with interest paid exactly the same as with any traditional depositor. The **match is usually held in a trust account** – one pooled account with **tracking completed quarterly** to allocate the match. The **match is paid out at the end of a successful savings cycle**, and typically paid to a third party provider, particularly in the case of a traditional IDA program.

If the coalition or local program is taking and holding deposits, rather than a financial institution, it will have to operate the program just as a regular bank. However, as noted above, it is not recommended that a state coalition or local program undertake such a task. Usually, this function should be left in the hands of a trustworthy partner financial institution in the community, which has the expertise and capacity to manage accounting at this level.

After completing the savings program, the **depositor should receive the interest earned on her deposits along with the matched amount.** However, interest earned on the matched savings money held in trust, may be directed back to the program. As a best practice, the **participant's agreement should stipulate that she is to receive the money she has saved, plus interest on her savings, and the match at the rate stipulated** on the saver's agreement. FCADV's policy is that both match and interest are directed back to the survivor. KDVA also provides interest-bearing accounts. While most of the interest is used to fund its IDA emergency fund, participants receive \$10 when they close their account, in addition to their savings, interest on savings, and the matched amount.

It is a best practice to require completion of a financial education program, in addition to meeting regular savings requirements. However, **if a participant is unable to complete the program, she should receive whatever amount she deposited** into her account. FCADV recommends that if and when necessary, the program should allow a participant to make up classes or complete a financial education program at a later date. Not completing should not be a factor, as most participants do in fact complete financial education requirements. However, if for some unforeseen circumstance the participant completes her saving goal, it is a best practice to advocate that she receive the full amount of savings plus the match and the opportunity to make up or participate in future financial education sessions.

## **Flexibility for Emergencies**

**Flexibility should be built into the program and provide for emergency funding or assistance in identifying alternative funding streams to survivors in need.** Emergency funds typically cover expenses such as car repairs, late rental payments, and medical expenses (i.e. an emergency room visit), which can cause a participant to possibly miss a deposit. An IDA administrator or a case manager typically approves the request for emergency funding. Some programs will limit access to emergency funds to once a year per survivor. Nonetheless, a program may choose to provide for more flexibility.

In the case of KDVA, the coalition set up an emergency fund with private grant funds and interest that accrues from an IDA master account. It also places a limit of access to emergency funding once a year. FCADV, on the other hand, does not manage a separate emergency fund due to staffing limitations. However, emergencies are assessed on a case-by-case basis with counseling from the survivor's advocate. The advocate works to identify alternate sources of assistance to meet the emergency, rather than withdrawing money. Nonetheless, FCADV allows the survivor to withdraw savings without penalty if she truly has the need to make the withdrawal.

### **The Coalition's Role vs. the Local Program's Role**

Some **state coalitions**, such as KDVA and FCADV, **administer grant funding to sub-grantees and provide oversight** of its Matched Savings/IDA programs. These two coalitions also **provide technical assistance and resource development** for their local program partners (sub-grantees). In turn, the day-to-day functions of the program are conducted at the local level. For instance, the **local program or shelter(s) provide individual case management** for IDA or Matched Savings Account program participants, typically **coupled with survivor-focused financial education** such as the *Moving Ahead Through Financial Management* curriculum trainings. For more information on this survivor-focused financial education curriculum go to: [www.clicktoempower.org](http://www.clicktoempower.org).

The coalition may work independently, or **work collaboratively with local programs to determine participant eligibility and to establish policies and procedures**. The **coalition may also have some level of involvement in operations of the program(s)**, depending on the availability of staff, administrative resources, and technical infrastructure. For instance, KDVA writes grant proposals, drafts reports, and provides technical assistance and program support. However, this coalition also sends monthly account statements to program participants.

FCADV's local program Peaceful Paths established policies and procedures with the guidance of the state coalition. The coalition is also involved in **selecting its local and community partners, and completing**

**Memorandums of Understanding (MOUs)** with each partner. The MOUs spell out the duties and expectations of each of the partners. In the case of FCADV, screening of participants, review of eligibility, selection of savings goals, monitoring of deposits, financial education, etc. is carried out by the local program.

The New Mexico Coalition Against Domestic Violence (NMCADV) also administered 2008 grant funding and monitored two sub-grantee programs – SAFE House and La Casa. In the case of NMCADV, **monitoring included oversight of monthly invoices and progress reports from the local programs. Coalition staff also performed on-site visits** of local programs during financial literacy classes. Additionally, NMCADV provided local support to their local programs by holding an introductory meeting to review the grant scope, goals and reporting requirements. The **coalition also facilitated a sub-grantee presentation for other local programs on “how to start your own financial literacy and IDA project.”** As a result, the coalition reports that an introductory manual on how to provide these services to survivors of domestic violence will be distributed in 2010 through the coalition’s web site. (See Sample Document 11 for an example of a collaborative between a coalition and local program.)

The table below provides a general overview of five coalition Matched Savings/IDA program models. It also includes general information on the different roles of the coalition and the local programs. (See Sample Document 11 for an example of a collaborative agreement between a coalition and local program.)

**Table 2: General Overview of DV Coalition Matched Savings/IDA Programs**

<b>General Information</b>	<b>Florida: FCADV, Peaceful Paths, Matching STEPS/Making \$en\$e of my Money</b>	<b>Kentucky: KDVA, IDA Program</b>	<b>New Mexico: NMCADV, Real Skills</b>	<b>Vermont: VNADSV, EASE-E Matched Savings Plan</b>	<b>Washington: WSCADV, Micro Match Program</b>
<b>Year Launched</b>	2008	2005  (Car IDA in 2009)	2008	Pilot: 10/2009 – 12/2009  Fully Launched: 2010	2005
<b>Program Type: IDA (Federal) / Matched Savings (Private)</b>	Flexible Matched Savings with Financial Education Program (TAF)	Combination: IDA (Federal) & Matched Savings (Private - Various) with Financial Education Component	Matched Savings with Financial Education Program (TAF)	Flexible Matched Savings with Financial Education Component (TAF)	Flexible Matched Savings with Financial Education Component (TAF)
<b>Savings Match</b>	\$2 to \$1	\$2 to \$1	\$4 to \$1	\$3 to \$1 (Matched up to \$400.)	\$2 to \$1 (Matched up to \$400.)
<b>Allowable Uses of Funds</b>	Savings goals determined on a case-by-case basis with survivor and advocate.	Education, homeownership, small business, or transfer to dependant.	Major life events: down-payment on new home, higher education pursuits, and/or starting a small business.	Housing debt (e.g., back rent), transportation expenses, outstanding medical/dental bills, outstanding utility bills, other debt (i.e., student debt or other as approved by coalition grant administrator), credit cards, collections, etc.	Open and flexible if supports education or work-related goals (e.g., computers, transportation, etc.).
<b>Length of Program</b>	1 year (or longer for participants starting later in the year)	6 months to 3 years	2 years	Pilot: 10/2009 – 12/2009  2010: 10 months	1 to 6 months
<b>Coalition Role</b>	Administers grant funding; provides technical assistance, training and resource development to sub-grantees; and identifies and brings outside community	Provides technical assistance to 18 sub-grantees; hosts trainings for IDA staff; provide credit reports; send monthly statements; manages several grants and writes grant reports.	Administers grant funding and monitors programs (sub-grantees); provides oversight of invoices and progress reports; conducts financial	Program administration (Note: In 2010 program administration will be done by Opportunities Credit Union.)	Provides funding to sub-grantee and writes grant proposals and results.

	resources on a variety of financial topics.		literacy class onsite visits; provides technical assistance meetings on grant scope and reporting.		
<b>Local Partners' (Sub-grantees) Role</b>	Responsible for day-to-day operations, screening of participants, eligibility, selection of savings goals, monitoring of deposits, financial education, obtaining credit reports.	Recruit participants, provide credit counseling and financial education, and provide individual case management.	Performs administrative IDA functions (via a community partner, <i>WESST</i> ), ongoing support and one-on-one counseling to participants; financial education; presentations from expert speakers in financial services; and lessons to other local programs on providing financial education and IDA services to survivors.	Refer prospective participants from local programs to state coalition (the Network).	Oversees/administers program; provides financial education workshops (pre-enrollment requirement). <b>Or –</b> Provides referrals to other community partners with highly developed IDA/Matched Savings programs.
<b>Average Number Served Annually</b>	20	160	35 to 50	2 in pilot program (up to 50 expected in 2010)	17

## **General Program Operations**

### **Staff Commitment**

Staffing resources and time commitment vary from coalition to coalition. Some programs, such as KDVA, employ a project director and a project administrator. Two VISTA volunteers (AmeriCorps, Volunteers in Service to America) also provide support services.<sup>10</sup> Generally, each sub-grantee will

<sup>10</sup> AmeriCorps VISTA is the national service program designed specifically to fight poverty. Founded as Volunteers in Service to America in 1965 and incorporated into the AmeriCorps network of programs in 1993, VISTA has been on the front lines in the fight against poverty in America for more than 40 years. To learn more about the VISTA program visit: <http://www.americorps.gov/about/programs/vista.asp>.

dedicate a minimum of one staff member providing Matched Savings/IDA case management and oversight of outreach and participant recruitment.

Other programs dedicate limited staff to Matched Savings program that work for a pre-set number of hours during the week. For instance, WSCADV currently dedicates one to two staff to work on financial education programs and Matched Savings program coordination for about 10 to 20 hours a week.

### **Collaboration with Local and Community Organizations**

Collaboration with local domestic violence organizations (sub-grantees) and other community partners can significantly improve chances of program success and increase the likelihood of program sustainability. Collaboration may include sharing program information between existing and prospective partners, identifying useful resources each organization can leverage for the project, such as brick and mortar venues, technical infrastructure, and human resources.

For example, in designing its Matched Savings program, FCADV's sub-grantee Peaceful Paths worked with its local community development corporation, the United Way and the Central Florida Community Action Agency (CAA) to develop a matched savings program in the greater Gainesville area starting in 2008. As a cost-effective measure, the CAA agreed to utilize its existing IDA accounting systems to administer matched savings accounts for Peaceful Paths. This collaboration between partners provided the coalition and its local partner with much needed programmatic and administrative support to successfully carry out operations without overburdening or overextending its existing staff.

Additionally, some coalitions may work with member shelter programs to develop a Matched Savings program, and later transition to working with other community partners and/or local government agencies. For instance, after working a few years with its member shelter programs, KDVA reached out to homeownership agencies and other programs that serve victims of domestic violence. KDVA also received a VISTA grant, which provided a dozen VISTA volunteers to support its economic empowerment program. Most of the VISTA volunteers work at the member programs offering financial education and/or assisting with IDA services. Two VISTA volunteers work at KDVA and assist with the IDA program. Each participating program has an employee who serves as the IDA coordinator, and several VISTA volunteers provide IDA services at shelters. There are 12 KDVA local partners that recruit participants and provide case management services, and eight community partners (also sub-grantees) recruit participants and provide case management services.

WSCADV also partners with a local YWCA program – the primary provider of domestic violence services in Spokane. Through the YWCA, WSCADV administers a shorter-term and more flexible Micro Match program. It also

collaborates closely with a community partner offering infrastructure and significant experience in IDA/Matched Savings program administration. YWCA stays in close contact with staff from all locations to facilitate referrals to its Matched Savings program. Additionally, YWCA also collaborates with other community partners that provide support through workshops and presentations.

### **Written Agreements**

As mentioned previously, coalitions will typically ensure they have an MOU or a similar collaborative written agreement in place, which establishes a partnership with a local program, financial institution, and/or other community partner. Such an agreement delineates the roles and responsibilities of each organization.

The program should also develop written agreements with each participant. These written agreements typically include a **participant's acceptance of the program's participation requirements**, an **authorization for release of financial institution information**, and an **authorization for release of information from the financial institution to the program evaluators**.

### **Program Forms**

State coalitions administering a Matched Savings or IDA program will also develop forms for participating sub-grantees. New participants complete an Application Form, as well as a Savings Plan Agreement. Additionally, some programs may also request the participant to complete a Credit or Other Records Authorization.

Below is some of the information a program may consider including or requesting in an *Application Form*:

- General statement about the program and its purpose;
- Statement about how the information on the form will be used and confidential nature of the form and data storage;
- General information about the applicant (i.e., full name, Social Security number, gender, date of birth, ethnicity (optional), primary language, address, phone number, email, emergency contact, etc.);
- Asset Goal;
- Income Source;
- Household information (i.e., number of children and adults living in household);
- Employment information;
- Program referral information;
- Income information (some programs include Earned Income Tax Credit and TANF information; others only include income from employment);

- Net worth information for federally funded programs (property owned including a vehicle, home, business or other savings accounts; and total liabilities such as credit card bills, medical bills, and student loans, etc.);
- Budget Worksheet with information about income and expenses for more flexible privately-funded only programs;
- Authorization for credit history;
- Request for verification of earned income (pay stub, tax return, and/or letter);
- Savings Plan Agreement; and/or
- Beneficiary Form.

A Savings Plan Agreement will delineate the requirements for participating in the program and will require the participant's signature. The agreement verifies the participants' understanding of the program's guidelines and acknowledgement that they will follow the guidelines. Such an agreement may include the following:

- Minimum monthly deposit amount;
- Projected monthly savings amount;
- Savings goal and what savings will be used for (flexibility in use of savings may be permitted);
- Minimum financial education training or case management meetings/sessions requirement;
- Statement of permissible emergency withdrawal;
- Statement about disqualification from program;
- Minimum length of enrollment time in the program; and/or
- Account beneficiary.

Additionally, brochures with general information about the program may be provided to prospective participants before and/or after an application is completed. An informative program brochure can also be used as a public relations and outreach tool. It can help retain the interest of the prospective participant and likely attract and help recruit future participants. These types of materials are also helpful in attracting new partners and funders.

KDVA has developed an informative brochure, *KDVA Economic Success Program: Helping Kentucky families become self-sufficient*, with general information about the program, success stories, sub-grantee/local partner contact information, income eligibility guidelines, and a brief question and answer section.

Tip Sheets or a Goal Specific Checklist, which provide participants with a quick step-by-step guide to reaching a goal (purchasing a home, obtaining a post-secondary education or certification, or starting a small business), are also helpful. Ideally, these forms should include information about how to meet eligibility requirements for a final withdrawal or transfer funds to a third



party/entity (mortgage company, educational or job training institution, etc.).

Finally, to ensure efficient case-management and accurate record-keeping, the program should also have in place an Authorized Withdrawal/Transfer Form for final withdrawals, as well as an IDA Emergency Fund Request Form for limited eligible emergency withdrawals allowed by the Matched Savings program. At minimum, a withdrawal form should include the following information:

- Participant Name;
- Date;
- Participating Financial Institution;
- Account information and routing number;
- Amount of savings without match;
- Amount of savings with match;
- Description of asset purchase (or description of eligible emergency);
- Amount of Withdrawal; and
- Participant and Program Representative's signature.

(See addendum for samples of Application Forms, Savings Agreements, and Withdrawal Forms.)

## **Other Important Components**

### **Financial Literacy & Capability**

Most coalitions administering a Matched Savings/IDA program ensure its overall effectiveness by incorporating other important components in addition to the savings match. A coalition-administered Matched Savings program will typically incorporate a financial education component as a requirement for participation in the program. Additionally, the program should provide individual counseling and/or regular meetings with the participants. Robust programs also involve financial experts in the local community – personal finance experts and insurance agents – to present and highlight specific personal finance topics such as managing credit, loans, insurance and investments.

The Allstate Foundation and NNEDV's *Moving Ahead through Financial Planning* curriculum is widely used by coalitions and local programs implementing a Matched Savings account program. Coalitions or the local programs provide financial education training in a group setting, and/or review specific curriculum modules with each client on an individual basis – whichever is most appropriate in any given situation.

For example, KDVA requires that participants meet with a caseworker once a month for a one-on-one financial and credit coaching meeting. Additionally, KDVA requires that participants be enrolled in the program at least six

months (and are expected to complete the program with in three years). This coalition also invites Allstate representatives to speak to participants about insurance and other personal finance topics. Other experts included in KDVA's program include: bankers, mortgage specialists, home inspectors, educators, career planners, and small business specialists.

WSCADV's local partner also includes a financial education component in its program. Participants are required to attend two financial education workshops that may be completed either in a group or individual one-on-one setting prior to enrolling in the Matched Savings/IDA program component.

FCADV will work with two sub-grantees in 2009-2010 – Peaceful Paths in Gainesville and The Shelter for Abused Women and Children in Naples. Each of these financial education program components will differ as they are designed to meet local needs. However, the Matched Savings program will continue to require a financial education component. The coalition and local programs also will continue to work together to bring in outside community resources to provide expertise in topics such as insurance, buying a used car, seeking financial aid for higher education, dressing for success, job interview skills, budgeting, home ownership, public speaking, investing for the future, and more.

### **Technical Assistance for Trainers and Staff**

State coalitions may also host trainings to support IDA staff. KDVA has hosted trainings for staff on building credit, personal coaching and management, as well as financial management programs. NNEDV staff also delivers technical assistance and financial education trainings as needed to domestic violence coalitions across the country using a train-the-trainer approach.

## **IT TAKES A COMMUNITY**

### **Community Partnerships**

Building new and leveraging existing relationships with local community organizations and mainstream financial institutions, such as banks and credit unions, is critical to creating a successful and sustainable Matched Savings/IDA program for survivors of domestic violence (DV).

Below is a table listing examples of DV coalition partnerships:

**Table 3: Overview of Coalition Local and Community Partners**

<b>Florida</b>	<b>Banks:</b> •Capital City •Wachovia	<b>Credit Unions:</b> •N/A	<b>Community Development Financial Institutions:</b> •East Gainesville Economic Development Corporation	<b>Local Partners/DV Sub-grantees:</b> •Peaceful Paths •The Shelter for Abused Women and Children (in 2010)	<b>Other Community Partners:</b> •United Way •Central Florida Community Action Agency •Consumer Credit Counseling Services •Homemakers Program, Santa Fe Community College
<b>New Mexico</b>	<b>Banks:</b> •N/A	<b>Credit Unions:</b> •N/A	<b>Community Development Financial Institutions:</b> •N/A	<b>Local Partners/DV Sub-grantees:</b> •N/A	<b>Other Community Partners:</b> •ACCION •WESST
<b>Kentucky</b>	<b>Banks:</b> •5/3 Bank •National City •PBI •Heritage •Peoples •BB&T	<b>Credit Unions:</b> •N/A	<b>Community Development Financial Institutions:</b> •N/A	<b>Local Partners/DV Sub-grantees:</b> •Bluegrass Domestic Violence Program •Barren River Area Safe Space •Family Life Abuse Center •Merryman House •Owensboro Area Shelter and Information Services •Safe Harbor •Sanctuary •Women’s Crisis Center •DOVES •Bethany House •Spring Haven •Women’s Crisis Center-Buffalo Trace	<b>Other Community Partners (also sub-grantees for this coalition):</b> •Daniel Boone Community Action Agency •Green County Adult Learning Center •HANDS Inc., •Housing Development Alliance Inc., •KY River Foothills •Potential Inc. •REACH Inc., •SHOW/Chrysalis House

<b>Vermont</b>	<b>Banks:</b> •N/A	<b>Credit Unions:</b> •Opportunities Credit Union	<b>Community Development Financial Institutions:</b> •N/A	<b>Local Partners/DV Sub-grantees:</b> •All 15 coalition (Network) local programs (providing participant referrals to the coalition.)	<b>Other Community Partners:</b> •Central Vermont Community Action Agency, Community Education Program (CVCAC)
<b>Washington</b>	<b>Banks:</b> •Banner Bank	<b>Credit Unions:</b> •N/A	<b>Community Development Financial Institutions:</b> •N/A	<b>Local Partners/DV Sub-grantees:</b> •Spokane YWCA •The South King County YWCA	<b>Other Community Partners:</b> •Tax-Aide •The Community Colleges of Spokane •Spokane Neighborhood Action Programs •Allstate Insurance Agent

## Resources

### **Identifying Prospective Partners**

The Federal Deposit Insurance Corporation (FDIC) is a resource that may assist coalitions in identifying existing programs in the community and/or banks interested in forging a new partnership with your coalition or local program. FDIC has established the Alliance for Economic Inclusion (AEI), a new national initiative of broad-based coalitions of financial institutions, community-based organizations and other partners across the country. For more information on these initiatives, contact the FDIC’s Community Affairs Office in your state. An FDIC Community Affairs Officer may be able to assist in connecting you with an organization interested in working with your Matched Savings or IDA program. Coalition staff can play an instrumental role in helping facilitate and broker a new partnership with a local program or bank.

**Table 4: FDIC List of Bank Community Officers**

<b>Community Affairs Officer</b>	<b>Division Office</b>	<b>States</b>
Thomas Stokes	Atlanta Regional Office 678-916-2249	Alabama Florida Georgia North Carolina South Carolina Virginia West Virginia
Timothy DeLessio	Boston Area Office 781-794-5632	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont
Michael Frias	Chicago Regional Office 312-382-6903	Illinois Indiana Kentucky Michigan Ohio Wisconsin
Eloy Villafranca	Dallas Regional Office 972-761-8010	Colorado New Mexico Oklahoma Texas
Elizabeth Kelderhouse	Kansas City Regional Office 816-234-8151	Iowa Kansas Minnesota Missouri Nebraska North Dakota South Dakota
Clinton Vaughn	Memphis Area Office 901-818-5706	Arkansas Louisiana Mississippi Tennessee
Valerie Williams	New York Regional Office 917-320-2621	Delaware District of Columbia Maryland New Jersey New York Pennsylvania Puerto Rico Virgin Islands
Linda Ortega	San Francisco Regional Office 415-808-8115	Alaska Arizona California Guam Hawaii Idaho Montana Nevada Oregon Utah Washington Wyoming

## IF AT FIRST YOU DON'T SUCCEED ...

### Strategies to Overcoming Challenges & Barriers

Coalitions often face common challenges in developing, launching and administering Matched Savings programs. However, coalitions involved in Matched Saving and IDA program work have developed creative strategies for overcoming many of these.

<b>Challenges &amp; Barriers</b>	<b>Strategies</b>
Staff turnover and/or limited staff resources.	Start with a referral program or flexible short-term pilot matched savings program with a small number of survivors.
Engaging, recruiting, and retaining program applicants and participants.	Create flyers, brochures, and other marketing materials and disseminate through all local domestic violence programs, particularly programs implementing financial education programs.
Individual participant financial challenges (i.e. low credit scores, large debt loads, unexpected emergency expenses, loss of income, lack of transportation and child care, lack of participants with sufficient financial resources to save successfully.	Provide financial education, job training workshops and one-on-one counseling to help the survivor identify possible alternative funding streams and to prepare her for participation in a matched savings program.
Identifying interested agencies with the capacity, staff resources, and willingness to become sub-grantees.	Interview programs in the community with experience in implementing matched savings account programs and their partners.
Limited funding to launch robust Matched Savings program, and/or lack of certainty about continued funding to ensure program sustainability.	Track participants' progress, keep accurate records on program outputs and outcomes, and report successes to funders and community partners.

As an example, the Vermont Network Against Domestic and Sexual Violence (VNADSV) experienced high turn-over at the onset of its grant cycle. The program responded to this challenge by creating a dedicated position and hiring a committed and passionate staff member as the state coalition's Economic Justice Specialist. The position helped fast-track development of a pilot Matched Savings program titled the EASE-E Matched Savings Plan. The pilot program was launched in October of 2009 with two participants. The pilot program period provided the coalition an opportunity to effectively update its program design for expansion in 2010, to provide training to all local 15 local programs in Vermont, and to search for and identify new community partners. Currently, VNADSV partners with the nonprofit Central Vermont Community Action Agency and with the Opportunities Credit Union. With the technical infrastructure and requisite staff in place, VNADSV is now in a position to offer Matched Savings program opportunities to up to 50 participants in 2010.

## FINAL THOUGHTS

Before starting a Matched Savings Account or IDA program, consider establishing a financial education program through your domestic violence state coalition. The Allstate Foundation offers grants to coalitions implementing financial education for survivors using *The Moving Ahead Through Financial Management* curriculum. Once a financial education program is established through your state coalition, the next step is to review a Matched Savings program design checklist, and to assess your program's resources and program gaps.

Next, attempt to partner with an existing IDA program, assuming one is available in your state or in the local community where the local domestic violence program is situated. To do this, it will be important to interview community action agencies, community development credit unions, other local matched savings programs, faith-based organizations, and/or domestic violence coalitions that have undertaken this work. Once partners are identified, determine whether you will first develop a Matched Savings referral program, or whether you will launch a trial pilot-program with a smaller number of survivors and rely on private funding which allows for more program flexibility for this audience.

Which ever path you choose, it is important to start small and to ensure the commitment of staff, partners, allies, and volunteers. If possible, it is best to contract services whenever possible and to avoid creating additional administrative or bookkeeping burdens on staff. Remember to keep track of goals and actual outcomes, as well as program gaps and challenges and be prepared to make program and operational adjustments as needed.

###

## ADDENDUM

### SAMPLE FORMS & RELATED DOCUMENTS

#### Getting Started and Tracking Outcomes

#### **Sample Worksheet 1: FCADV "Building a Matched Savings Program" Worksheet (as adopted from CFED.org IDA resource webpage)**

##### ***BUILDING A MATCHED SAVINGS PROGRAM***

Suggestions adopted from CFED

##### BEGINNING:

- Participant eligibility (including the definition of *household* and *income*)
- On-going participation requirements (ex: frequency of savings deposits, attendance at economic empowerment classes)
- Qualified withdrawals
- Emergency withdrawals
- Leave of Absences
- Participant terminations
- Staff confidentiality
- Parameters of Savings Goals and timeframes

##### Establishing written **procedures**:

- Participant applications and interviews
- Selecting participants
- Schedule of contact with participants
- Participant matched savings account openings – how, when, where?
- Joint Accounts? Who *owns* deposits? Who *owns* interest? Who *owns* match? How often is match applied?
- Participant savings' deposits – how often, how, where
- Maximum amount of match per participant
- Monthly account activity data collection\*
- Production of monthly participant account statements\*
- Successful completion of savings goal (qualified withdrawals\*) paid to vendor or to participant?\*
- Emergency withdrawals?\* Status of match accrued to date?
- Requests for and administration of leave of absences
- Participant terminations and closing savings' account
- How are IRS tax refunds handled?
- On-going savings – post match program
- Release of information Forms and Confidentiality Contracts for guest presenters, mentors, etc.

\* *These procedures must involve financial institution partner(s)*

##### IDA programs should have written **agreements** for the following program components:

- Participants' acceptance of program participation requirements
- Participants' authorization for release of financial institution information
- Participants' authorization for release of information to program evaluators
- Partner financial institutions' participation
- Partner community organizations' participation
- Commitment of "non-federal" match funds (AFIA supported programs only)

##### IDA programs should have paper **forms** of the following types:

- Prospective participant program application
- Participant IDA beneficiary designation
- Qualified withdrawal request



- Emergency withdrawal request
- Leave of absence request
- Participant personal information periodic update

IDA programs should undertake the following **design processes** while in development:

- Assess the feasibility of sponsoring an IDA program
- Define program objectives
- Establish a target audience
- Select IDA permissible uses
- Establish IDA account structure
- Design a match structure
- Design personal finance and money management training
- Design asset-specific training
- Choose a record keeping and/or MIS system
- Design mechanisms for on-going participant support
- Establish a protocol for program evaluation
- Secure adequate administrative and match funding

## Sample Worksheet 2: NNEDV and TAF Sample Outcomes Document

### Required Outcomes by Program Area

	<b>Micro-Enterprise</b>	<b>Financial Literacy</b>	<b>Job Readiness/ Job Training</b>	<b>Matched Savings Program</b>
<b>Learning</b>	<ul style="list-style-type: none"> <li>- Participate in an Allstate Foundation sponsored workshop</li> <li>- Build a personal financial plan</li> <li>- Identify impact of financial abuse</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in an Allstate Foundation sponsored workshop</li> <li>- Build a personal financial plan</li> <li>- Identify impact of financial abuse</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in an Allstate Foundation-sponsored workshop</li> <li>- Build a personal financial plan</li> <li>- Identify impact of financial abuse</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in an Allstate Foundation sponsored workshop</li> <li>- Build a financial stability and security plan</li> <li>- Identify impact of financial abuse</li> </ul>
<b>Doing</b>	<ul style="list-style-type: none"> <li>- Create a business plan</li> <li>- Apply for small business loan</li> <li>- Participate in small business leadership training program</li> </ul>	<ul style="list-style-type: none"> <li>- Open a bank account</li> <li>- Request a copy of credit report</li> <li>- Meet with a financial advisor</li> </ul>	<ul style="list-style-type: none"> <li>- Create a resume</li> <li>- Apply for an EJTF grant to advance job training and/or education</li> <li>- Participate in job training or education course</li> </ul>	<ul style="list-style-type: none"> <li>- Identify goal for matched saving program</li> <li>- Enroll in a matched savings program</li> </ul>
<b>Sustaining</b>	<ul style="list-style-type: none"> <li>- Receive a small business loan</li> <li>-Open a business</li> <li>-Demonstrate confidence in ability to manage business finances</li> </ul>	<ul style="list-style-type: none"> <li>- Contribute consistently to savings account or to achieve goal identified in financial plan</li> <li>- Improve credit score or establish personal credit</li> <li>- Demonstrate confidence in ability to manage personal finances</li> </ul>	<ul style="list-style-type: none"> <li>- Receive job training certificate</li> <li>- Interview for a job</li> <li>- Obtain a job</li> </ul>	<ul style="list-style-type: none"> <li>- Contribute consistently contributing to matched savings account</li> <li>- Reach matched savings program goal</li> <li>- Improve credit score or establish personal credit</li> </ul>

# Participant Program Application

## Sample Form 3: KDVA IDA Program Application



### KDVA IDA Program Participant Application

*This program is designed to help you save money towards a specified asset. We will Matched every dollar you save from earned income with two dollars. The maximum savings amount is \$2,000 and the maximum savings period is three years. **This is an application for the program.** The information on this form will be used for program evaluation and to obtain your credit report and will otherwise be confidential.*

Social Security Number \_\_\_\_\_

Full Name \_\_\_\_\_  
First M.I. Last

Gender \_\_\_\_\_ DOB \_\_\_\_\_ Ethnicity \_\_\_\_\_

Primary language \_\_\_\_\_ Referred By \_\_\_\_\_

Address \_\_\_\_\_ Apartment No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

County \_\_\_\_\_

Years at this address \_\_\_\_\_

Home phone \_\_\_\_\_ Safe time to call \_\_\_\_\_

Work phone \_\_\_\_\_ Receive calls YES NO

Email \_\_\_\_\_

Enter the name and address of a relative who would know how to contact you if you moved:

Full Name \_\_\_\_\_  
First M.I. Last

Relationship to You: \_\_\_\_\_

Address \_\_\_\_\_ Apartment No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Asset Goal: \_\_\_\_\_ - PROGRAM STAFF USE ONLY - Income Source: \_\_\_\_\_ IDA Bank Acct. #: \_\_\_\_\_

### Household Information

Are you (circle): Single married divorced separated Widowed

How many adults live in your household (including yourself)? \_\_\_\_\_

How many children live in your household? \_\_\_\_\_

**Employment Information**

What is your highest level of education? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ How many hours per week? \_\_\_\_\_

Who is your employer? \_\_\_\_\_

What is your position? \_\_\_\_\_

**Referral Information**

How did you hear about this program? \_\_\_\_\_

Are you currently receiving case management services? \_\_\_\_\_

If yes, where? \_\_\_\_\_

**Income Information**

Have you ever received the Earned Income Tax Credit? \_\_\_\_\_

Have you ever received Welfare or TANF? \_\_\_\_\_

Are you presently receiving Welfare or TANF? \_\_\_\_\_

Please list your household **monthly gross income**:

	Participant	Other Household Members
Formal Employment	_____	_____ / _____
Self-employment	_____	_____ / _____
Government Assistance	_____	_____ / _____
Pension or retirement income	_____	_____ / _____
Child Support	_____	_____ / _____
Friends/Family Income	_____	_____ / _____
Other Income (SSI or SSDI)	_____	_____ / _____
Source of other income (Food Stamps)?	_____	_____ / _____

**TOTAL INCOME:**

**Net Worth Information                      Assets Information                      Debt Information**

**Do You...**

	Yes/ No	What is its Value?	How Much Do You Owe?
Own a Vehicle?	_____	<input type="text"/>	<input type="text"/>

Own a Home?	<input type="text"/>	<input type="text"/>
Own a Business?	<input type="text"/>	<input type="text"/>
Own Rental Property?	<input type="text"/>	<input type="text"/>
Have Investments (i.e. 401 k)?	<input type="text"/>	<input type="text"/>
Have a Checking Account?	<input type="text"/>	<input type="text"/>
Have a Savings Account?	<input type="text"/>	<input type="text"/>
Owe Money to Family or Friends?	<input type="text"/>	<input type="text"/>
Have Past Due Household Bills?	<input type="text"/>	<input type="text"/>
Credit Card Bills?	<input type="text"/>	<input type="text"/>
Student Loans?	<input type="text"/>	<input type="text"/>
Medical Bills?	<input type="text"/>	<input type="text"/>
<b>Total</b> the amounts in each column	<hr/>	<hr/>
These are your.....	Assets	Liabilities

Your assets minus your liabilities are 

---

(If you owe more than you own, put the number in brackets, like (\$1,505).)

Do you currently have health insurance? \_\_\_\_\_

Do you currently have life insurance? \_\_\_\_\_

Do you currently have auto insurance? \_\_\_\_\_

Have You ever declared bankruptcy? \_\_\_\_\_

Have you ever defaulted on a loan? \_\_\_\_\_

Have you ever used direct deposit? \_\_\_\_\_

Do you have a high school diploma or a GED? \_\_\_\_\_

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

\*This IDA program reserves the right to change IDA Program rules and policies during the term of this letter of agreement. Written notification of any changes will be provided to participants prior to its taking effect.

**Authorization for credit history records or Other Records**

**To Whom It May Concern:**

I hereby authorize a representative of the KDVA IDA Project and Kentucky Housing Corporation to inspect and copy all records regarding my IDA participation, including but not limited to, statements, reports, credit history records or any other documents in any form which are maintained by, in the custody of, or in the possession of any institution, organization, or individual. A photocopy hereof shall be considered as fully as the original.

I also understand that program staff may use email to send information about me to KDVA.

This is notice to you as required by the Right to Financial Privacy Act of 1979.

I affirm that the information stated in this application is true to the best of my knowledge. I understand that any information I provide to the program will be used for program evaluation and to obtain credit information for program purposes and will otherwise be kept confidential.

This authorization expires on March 1, 2011 or at my request.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



Please complete if participant is not able to produce a pay check stub or completed tax return.

Wages, salaries, tips, etc.		11/04
-----------------------------	--	-------

Unemployment compensation	
Social Security benefits	
Student loan interest deduction	
Tuition and fees deduction	
<b>Total</b>	

\_\_\_\_\_  
Applicant signature \*

\*By signing this form I verify that I am reporting all household income. Household income includes all adults living in my household that receive earned income. If I cannot provide a pay stub to verify my earned income I will provide a letter from my employer, or if I am self-employed, I will provide my most recent tax return.



11/04

**KDVA IDA Program  
Participant Application**

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- I. All 6 pages of the KDVA IDA Application  
including *Credit Authorization Form*
- II. Verification of earned income  
*pay stub, tax return, and/or letter*
- III. Savings Plan Agreement
- IV. Beneficiary Form

## Sample Form 4: WSCADV/YWCA Program Application

### YWCA Alternatives to Domestic Violence Program Micro Match Application

The Micro Matched Program's objective is to assist women in transition from domestic violence relationships achieve long term financial independence. The program meets this objective by providing tools for reaching short term financial goals relating to furthering education or work objectives and providing tools for improving personal financial money management skills.

Name _____ <b>You may contact me at the following Safe phone #'s and address regarding my application and active account:</b> address _____ Phone/wireless _____ / _____ Security code (optional) _____ Signature _____ witness _____ date ___/___/___
---

In order to assure your savings and matching funds provide the maximum benefit we ask for the following documentation relating to your goal (please ask if you need help compiling the requested information):  
 \_\_\_ describe your education/work goals and how this program will assist with meeting those goals.  
 \_\_\_ describe how your experience as a survivor of domestic violence has impacted you financially.  
 \_\_\_ detail total needed to reach goal and timing, amount, and source of deposits (6 month/\$600 limit)

**additional documentation requirements(choose one goal\*\*):**

1. payment of fines and fees associated with obtaining driver's license  
 \_\_\_ official invoice or statement of fines/fees  
 \_\_\_ proof of insurance for primary vehicle
2. up to one year of insurance premiums for primary vehicle  
 \_\_\_ three insurance quotes  
 \_\_\_ invoice for chosen insurance
3. repairs for primary vehicle necessary for vehicle functioning  
 \_\_\_ three quotes for repairs  
 \_\_\_ written estimate from chosen vendor  
 \_\_\_ proof of insurance on vehicle
4. computer purchase including software and peripherals  
 \_\_\_ itemized list of desired hardware, software, and peripherals  
 \_\_\_ three quotes for items on itemized list
5. tuition  
 \_\_\_ proof of enrollment  
 \_\_\_ tuition invoice
6. books and supplies essential for educational success  
 \_\_\_ proof of educational need for requested items  
 \_\_\_ three quotes for requested items (when possible)
7. childcare necessary for school attendance  
 \_\_\_ proof of school enrollment  
 \_\_\_ childcare invoice

**\_\_\_ where an invoice is not provided prior to Matched please provide a receipt following purchase!**

\*\*At the discretion of ADVP staff, goals not listed above may be considered. Separate documentation requirements will be outlined for approved savings goals.

For staff use only: Date all materials received ___/___/___ Dates of workshop attendance (1) ___/___/___ (2) ___/___/___ Application (approved/wait list) ___/___/___ Last deposit date/balance: month 2 ___/___/___ \$_____ month 4 ___/___/___ \$_____ month 6 ___/___/___ \$_____ ___ Program completed date funds distributed ___/___/___ Amount of distribution \$_____ ___ Withdrawal before completion date ___/___/___
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# Participant Program Agreement

## **Sample Form 5: KDVA IDA Program Savings Plan Agreement**

Updated August 1, 2009

### **Savings Plan Agreement IDA program**

**Participant:** \_\_\_\_\_

**Signing this agreement verifies that the participant agrees to abide by the guidelines set forth below:**

1. I, \_\_\_\_\_ agree to make a minimum deposit of \$20/month for a minimum of six months to a maximum of three years. My projected monthly savings is \_\_\_\_\_. I understand that all deposits must be from earned income. I will inform my IDA Coordinator if I experience loss of earned income.
2. I plan to use my savings for \_\_\_\_\_. The choice of this asset is not set in stone and may change after conferring with my IDA Coordinator.
3. I agree to participate in monthly one-on-one case management sessions for the first year I am enrolled in the program. Following the first year, case management may occur on a quarterly basis if my IDA Coordinator agrees. I will participate in asset purchase specific workshops. It is my responsibility to obtain proper documentation for the completion of the course.
4. I understand that withdrawals are allowed only for purposes stated below and that all withdrawals must be approved by my IDA coordinator and a KDVA representative. My IDA account may be used only for saving toward my IDA goal and not for any other purpose. I understand that the account is not to be used as a checking or emergency savings account.
5. I may make one emergency withdrawal every 12 months to prevent eviction, help with medical emergencies and to meet necessary living expenses (medical, food, clothing, and utilities) following loss of employment. I must reimburse those funds within 12 months or I will lose my matching funds and be removed from the program. Only one emergency withdrawal is allowed per 12 months. In extreme cases, KDVA may approve one additional withdrawal in the lapsed time.
6. If I fail to make a deposit for three months, I must withdraw from the IDA program. I am required to speak with my IDA Coordinator if I experience reduced or loss of earned income.
7. I understand that I must stay enrolled in the program for at least six months before I can purchase my asset. I also must have at least \$1,000 of my own funds in my IDA before I can purchase an asset.
8. In the event of my death, any balance remaining in the account shall be distributed within 30 days of the death to another account holder for the benefit of the person listed below.

Beneficiary: \_\_\_\_\_

Relationship: \_\_\_\_\_

#### **IDA program:**

1. Each dollar saved (up to \$2,000 for three years) by an account holder will be matched with one dollar each of non-federal and federal funds, only at the time of an asset purchase. This matching money will be held in the IDA reserve account (not the account holder's.) At the time of an approved purchase, matched funds will be withdrawn from the reserve account.
2. Each month, account holder will receive a bank statement showing savings and interest to date. Account holder can contact the IDA Coordinator or KDVA if there are questions regarding the statement.
3. The participant will receive a \$10 interest payment at the time of an asset purchase.
4. \_\_\_\_\_ will coordinate the money management program and peer support groups that the account holder must attend.
5. \_\_\_\_\_ will work with the account holder to ensure his/her savings timeline and plan contain realistic goals. The coordinator also will help account holder address any barriers to completing all of the requirements for eligibility including helping him/her find other resources when financial emergencies arise.



5. When the account holder is deemed ready to purchase an asset, the IDA program (KDVA) will write a check directly to the bank or mortgage company, educational institution or applicable vendor. Checks will never be made out to the IDA participants. Checks will only be made out to approved businesses, organizations, firms, or institutions.

\_\_\_\_\_  
Account holder Date

\_\_\_\_\_  
IDA Coordinator Date

\_\_\_\_\_  
KDVA Representative Date

### **Sample Form 6: WSCADV/YWCA Micro Matched Eligibility Authorization**

YWCA Alternatives to Domestic Violence Program  
Micro Matched Account  
Eligibility Authorization

Date \_\_/\_\_/\_\_

Participant name _____ Home phone _____ (safe Y/N) Work phone _____ (safe Y/N) Address _____
--

The individual above is eligible to participate in the Alternatives to Domestic Violence Program (ADVP) Micro Match program. The participant agrees to the following:

1. Abide by the Micro Match policy statement.
2. Hold Banner Bank harmless for errors related to the administration of the account.
3. Allow the release of information between Banner Bank and the YWCA's Alternatives to Domestic Violence Program regarding this account. The exchange of information includes but is not limited to written, fax, and phone communication to confirm account balances, deposit dates, and amounts deposited.
4. Open an Account at Banner Bank within two weeks of receiving the eligibility authorization. This authorization expires 2 weeks from the date it is issued.

The participant understands the account will be identified as a C-5 account and a Y status will be attached to the account *not allowing any withdrawals while the participant is enrolled in the program*. The participant may withdrawal from the program any time following the withdrawal procedure in the policy statement. The release of information will terminate upon official withdrawal from the program. In the event of withdrawal before completion of the program, the funds in the account will be released to the participant and *no* matching funds will be provided by the YWCA Alternatives to Domestic Violence program.

Participant signature \_\_\_\_\_  
witness \_\_\_\_\_  
Date \_\_\_\_\_

Please take this form to:

**Cammy McCluskey, Branch Manager, Banner Bank – (509) 458-8465**

**Banner Bank  
3919 S. Market St, Ste. B  
Spokane, WA 99207**

## Sample Form 7: FCADV, Peaceful Paths Matched Savings Program Participant Agreement

I, \_\_\_\_\_, would like to participate in the Economic Empowerment Program offered by Peaceful Paths, sponsored by the Allstate Foundation and in collaboration with the East Gainesville Development Corporation.

As a participant:

- I will regularly deposit into an IDA savings account for a period of **12** (circle one) **18** months. (\$42/18 months or \$62.50/12 months)
- I understand my overall savings amount is \$750.00 matched by The Allstate Foundation at a 2:1 ratio with a maximum of \$1500.00.
- I understand my accounts will be held at Capital City Bank, or Wachovia Bank, managed by EGDC, reported to Peaceful Paths and the Allstate Foundation.
- I understand I will not receive any of the matching funds until the completion of my savings program. Should I decide to leave the program early I may only withdraw my personal contributions.
- I understand this account **is not** for regular withdrawals. *Should an emergency arise where I need to withdraw any portion of my contributed funds, I will notify my case manager who will confer with the Administering committee for approval of immediate access.*
- I understand that upon completion of the program, the \$2,250.00 will be paid directly to the vendor.
- I agree to discuss my progress, challenges, and needs regularly with my case manager including any workshops that may further facilitate my success.

I have identified my long term savings goal as: Housing Down Payment; Automobile Purchase; Educational Tuition; Micro-Enterprise; Dental Work (necessary for career); Home Repair (necessary).  
Other: \_\_\_\_\_

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

Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## Withdrawal Forms

### Sample Form 8: KDVA IDA Program Authorized Withdrawal/Transfer Form

Kentucky Domestic Violence Association (KDVA)  
IDA Program

Authorized Withdrawal/Transfer Form  
For Grant 2 Purchases

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Participating Bank: \_\_\_\_\_

Please make the following transfer from my Individual IDA Account to the KDVA Reserve Account so that I may make an asset purchase under the terms of the program.

Debit Account (IDA account number at retail bank e.g. Fifth Third, Heritage, or National City Bank): \_\_\_\_\_

Debiting Bank Routing Number: \_\_\_\_\_

Amount of savings WITHOUT Matched: \_\_\_\_\_

Description of asset purchase: \_\_\_\_\_  
\_\_\_\_\_

Credit Account: 7380668710

Special Instructions: For example,  
Where should check be mailed, to whose  
attention?

Crediting Routing Number: 042000314

Amount: \_\_\_\_\_

Authorizations:

\_\_\_\_\_  
Participant

\_\_\_\_\_  
KDVA Representative

## **Sample Form 9: KDVA IDA Program Emergency Assistance Verification of Approval**

IDA Emergency Assistance  
Verification of Approval

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

I, \_\_\_\_\_, spoke to \_\_\_\_\_,  
**IDA Representative** **KDVA Staff**

On \_\_\_\_\_, and they approved the expenditure voucher for  
**Date**

\_\_\_\_\_  
**Client Name**

\_\_\_\_\_, for the amount of \_\_\_\_\_,  
**Reason for request (i.e. deposit etc.)**

\_\_\_\_\_  
**Write out amount approved.**

**Expenditure Voucher mailed to KDVA on** \_\_\_\_\_  
**Date**

**Please Make Check Payable to** \_\_\_\_\_

**Please Mail Check to : Attn:** \_\_\_\_\_

\_\_\_\_\_  
**Name of agency or company**

\_\_\_\_\_  
**Address**

## Sample Form 10: WSCADV/YWCA Micro Match Withdrawal Authorization Form

YWCA Alternatives to Domestic Violence Program  
Micro Match Account  
Withdrawal Authorization

Date \_\_/\_\_/\_\_

Participant name \_\_\_\_\_  
Address listed on account \_\_\_\_\_

The participant listed above is withdrawing from the ADVP Micro Match program. Please release all deposited funds from the account to the client and discontinue special status of the account.

\_\_\_\_\_  
ADVP staff signature

Please take this form to:

Cammy McCluskey  
branch manager-892-4491

**Banner Bank**  
3919 N Market Street, Suite B  
Spokane, WA 99207

## Collaborative Agreements

### Sample Document 11: NMCADV Collaborative Agreement



#### **Cooperative Agreement** **Allstate Economic Empowerment Grant**

This Cooperative Agreement (CA), between New Mexico Coalition Against Domestic Violence (NMCADV) and La Casa, Inc., is an effort to build the capacity of La Casa, Inc. to provide both financial literacy and job readiness and to work with existing community economic empowerment agencies to create and implement new strategies that increase the financial literacy of survivors of domestic violence and create new partnerships within the community to create more lasting change.

La Casa is an active member of NMCADV, driving the directives and advocacy of NMCADV and actively participating in setting goals and objectives of the coalition. The Economic Empowerment Project is the result of a collaborative development effort by the SAFE House, La Casa, Inc. and NMCADV. Agencies brought forward project ideas that meet needs, address challenges and utilize assets of each community.

#### **Roles and Responsibilities**

The undersigned agencies enter into a Cooperative Agreement with each other to successfully execute all provisions of this project.

La Casa will:

- work with ACCION to provide economic advocacy to women in Doña Ana County.

- La Casa will work with ACCION New Mexico to provide education about microlending to women participating in Financial Literacy and Job Readiness classes.
- La Casa will provide Job Readiness and Financial Literacy training to meet the needs of the women they serve.
- develop and implement outreach to survivors about Real Skills and the opportunity to participate in this project.
- provide ongoing support for women in the Microlending program to ensure that they are meeting their goals and to help them adapt to the changing circumstances that battered women often face.
- regularly evaluate this project through pre and post tests and surveys to measure effectiveness.
- participate in quarterly conference calls.
- participate in capacity-building training hosted by NMCADV.
- will submit monthly program reports including invoices by the 10<sup>th</sup> of each month for the previous month's activities to NMCADV fiscal officer.

NMCADV will:

- help to create a learning community among the partnering agencies through quarterly conference calls and sharing of materials.
- provide technical assistance to DV providers implementing the program.
- assure grant administration and fiscal management, including reimbursement of partner agencies.
- submit all required fiscal and program reports.
- monitor & evaluate project outcomes and the timely meeting of project goals and objectives.
- host a capacity-building training for all NM DV agencies to share successes and challenges of this project.

**Budget**

Signing below indicates approval of budget.

**Responsible Representative**

The Executive Directors of both organizations who collaboratively designed, planned and developed this project will be responsible for the implementation of the project and all project activities. Executive Directors will be directly responsible for project execution in their communities and will collaborate with one another on the execution of this project.

**Approval**

We, the undersigned, have read and agree to the Economic Empowerment grant activities outlined above.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Lynn Rosenthal Executive Director, NM Coalition Against Domestic Violence

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Gina Orna-Ruiz Executive Director, La Casa Inc.

## Recruitment

### **Sample Document 12: VNADSV Program Description/Flyer**

Allstate/NNEDVEASE-E Grant  
**EASE-E MATCHED SAVINGS PLAN**  
**PROGRAM DESCRIPTION**

We are looking for 4 participants for **each** grant partner program (BWSS, WHBW and Safeline) for a total of 12. Matched Savings program participants will:

- have a **current source of earned income** (proof of this relies upon the honor system and the signing of the *“EASE-E Matched Savings Plan Agreement”* Form)
- **agree to and sign the Matched Savings Plan Agreement** which will be kept on file at local program.
- attend **two educational opportunities** on economic abuse and well-being sometime between September 1 and December 15.
- send or deliver a **minimum of 10 dollars per week (for 5 weeks)** to the program office (BWSS, WHBW or Safeline) with completed deposit slip (see *“EASE-E Matched Savings Program Deposit Slips”*).
- be able to retrieve her money at any time during the process for any reasonable need after discussion with the local economic justice advocate.

BWSS, WHBW and Safeline Programs will each:

- seek out 4 survivors who may be interested in doubling their savings.
- review *“EASE-E Matched Savings Program Agreement”* Form with survivor, for survivor’s signature indicating her agreement to participate according to requirements.
- Collect and hold the survivor’s savings deposits until completion of EASE-E Matched Savings program (2 workshops and \$50) NOTE: this includes providing survivor with at least 5 stamped envelopes, and *“EASE-E Matched Savings Program Deposit Slips”* to send in (or deliver) with weekly deposits.
- Once EASE-E Matched Savings program is completed by participant, send a \$50 check to Network Office attached to an *“EASE-E Matched Savings Program Completion and Check Request”* Form
- Provide 2 financial education opportunities (using the Moving Ahead curriculum from Allstate) to include topics related to: financial abuse, basics on banking, budgeting and building or repairing credit. These opportunities can be workshops, portions of the survivor’s support group time, or a minimum of 45 minutes individual time with a survivor. Whenever possible, group education is recommended as it will foster a sense of shared challenges and offer a wider variety of discussion.

**Money saved will be matched two-to-one;  
resulting in a \$150 total for each participant’s chosen vendor.**

Once the *“EASE-E Matched Savings Program Completion and Check Request”* Form and an accompanying \$50 check from the local program, the Network will then send \$150 to the survivor’s chosen vendor for any of the **following purposes:**

1. **housing debt (i.e. back rent)**
2. **transportation expenses (i.e. automotive maintenance, repair, insurance, registration)**
3. **outstanding unpaid medical or dental bill**
4. **outstanding unpaid utility bill**
5. **other approved debt repair (i.e. student loan or other to be approved by grant administrator at the Network)**

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