

Harris County Domestic Violence Coordinating Council

Domestic Violence Assistance Fund

The Harris County Domestic Violence Coordinating Council has been awarded funding for community-based organizations that support and serve families impacted by the trauma of domestic violence. HCDVCC invites qualifying agencies to apply for funds to assist families within your service provision. The anticipated agreement term under this RFP is for a nine (9) month initial term or until all services ordered before the expiration date have been satisfactorily delivered, starting **April 1, 2026**. Below you will find the required guidelines for this funding source.

Who We Are

The Harris County Domestic Violence Coordinating Council (HCDVCC) is a private, nonprofit organization founded in 1996 to lead a coordinated, systemic response to domestic violence in Harris County, Texas. Our work seeks to increase access to safety and services for survivors, hold perpetrators accountable, and strengthen community collaboration to prevent and end domestic violence. Guided by survivor voices and driven by data, we unite law enforcement agencies, domestic violence programs, and multiple interdisciplinary partners in one coordinated effort.

Fund Purpose

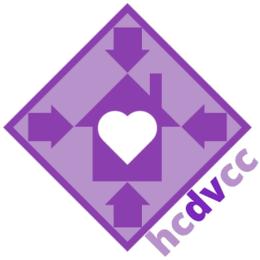
Due to the number of Harris County residents who have been affected by and are survivors of domestic violence, Harris County has determined that providing flexible financial assistance under the Harris County Domestic Violence Assistance Fund (DVAFA), to aid residents of Harris County, Texas who are survivors of domestic violence will further the objectives of the County, benefit the County and its residents, and serve the broader purpose of protecting the health, safety, and economic welfare of Harris County, Texas.

Harris County has determined that the services to be funded under this Request for Proposals (RFP) constitute an eligible use of funds pursuant to the Texas Family Code and the Texas Local Government Code, as the assistance provides relief to adults and children who are Harris County residents but are unable to support themselves due to circumstances related to domestic violence. This RFP serves a valid public purpose and represents a necessary and authorized expenditure of funds. Proposals submitted in response to this RFP must align with this purpose and demonstrate how the proposed activities provide direct benefit to eligible survivors.

The Flexible Financial Assistance helps survivors cover basic needs as well as assistance with housing, transportation, childcare, utilities, and other expenses as they seek stability.

Qualifying Expense

- Housing costs, including rental and utility assistance, temporary hotel stays, and gap rental assistance
- Furniture, mattresses, and moving assistance
- Childcare and children's needs (e.g. diapers, wipes, formula, and school supplies)
- Behavioral Health Assistance
- Food assistance, including the need for transportation to pick up food and supplies



Harris County Domestic Violence Coordinating Council

Domestic Violence Assistance Fund

- Transportation assistance (e.g. vehicle maintenance, bus/rail fare, overdue auto loan payments, gas cards, Uber cards, and Metro cards)
- Car repairs, lapsed insurance costs, license, and registration
- Legal Assistance
- Medications and healthcare costs
- Assistance with daily living needs to families and any assistance that increases access to safety: Hygiene supplies, washing clothes, masks, sanitizer, phone & internet assistance (maintaining cost of phone bills or new phones to families who are fleeing and need a new safe number – internet accessibility for families)
- Agency transportation and Staff Mileage
- Program Staff
- Other uses deemed necessary and appropriate by HCDVCC to assist domestic violence survivors in achieving safety, stability, and self-sufficiency.

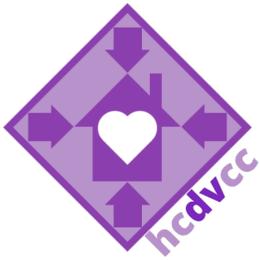
Basic Terms

Selected Qualifying Agencies will receive financial assistance through the Program, with the initial award amount not to exceed **\$100,000.00 for each agency**. Contracting agencies may provide assistance to victims of domestic violence and their immediate family through addressing any or a combination of the needs listed above, each being referred to herein as a “Qualifying Expense”.

Qualifying Agencies

HCDVCC will perform outreach to potentially qualifying agencies and manage an associated Request for Proposal (RFP) process. RFP components shall include, but are not limited to:

- Basic organizational information
- Organizational background; history of serving the residents of Harris County
- Organizational resources; profiles of key staff
- Narrative of need
- Description of approach to administering the grant
- Description of capacity to assist non-English speaking county residents seeking relief under the program
- Expected impact, including details of how many people will be served, forecasted demographics, and target geography
- Proposed budget and budget narrative
- Current financial statements and annual audit, if available
- Outreach and Program Marketing Requirement
 - Agencies must clearly describe their strategy for conducting outreach and marketing activities to ensure maximum awareness, accessibility, and utilization of the Domestic Violence Assistance Fund (DVAF). The response should outline how the agency will effectively inform survivors, community partners, and referral sources about the availability of DVAF resources.



Harris County Domestic Violence Coordinating Council

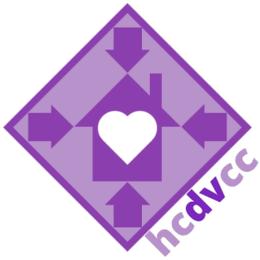
Domestic Violence Assistance Fund

Qualifying Agencies must agree to the following conditions

- Must demonstrate non-discrimination in the provision of services based on race, color, religion, creed, age, sex, marital status, veteran status, or status as a qualified disabled or handicapped individual
- Commits that services cannot be conditional on clients participating in religious activities and/or in-depth education/counseling services (e.g., financial/housing counseling)
- Agencies shall develop and implement a system for the effective, efficient, and compassionate delivery of flexible financial assistance to survivors
- Develop and implement criteria and procedures for the timely review and approval of requests for financial assistance, prioritizing urgency, safety, and the survivor's self-identified needs. The average time from application to fund disbursement is a key performance metric.
- Implement processes for the efficient, confidential, and secure disbursement of funds. This may include direct payments to third-party vendors (e.g., landlords, utility companies), and provision of pre-paid debit cards/gift cards. The chosen method(s) shall maximize survivor choice and minimize stigma
- Ensure survivors have significant choice and autonomy in determining how flexible funds are used to meet identified needs, within the broad categories of eligible expenses
- Maintain accurate, complete, and confidential records of all fund distributions, including the amount, purpose, and demographic information of recipients
- Selected agencies shall conduct proactive and culturally responsive outreach to ensure that survivors, particularly those from underserved and marginalized communities, are aware of the availability of the DVAFF and how to access it
- Direct relevant staff to attend the mandatory start-up meeting
- Certify and maintain client documents to verify eligibility requirements, such as Harris County residency and being a survivor of domestic violence.

Agency Considerations

- Selected qualifying agencies will receive financial assistance through the Program. Funds may be awarded in the full or partial amount of the request at the determination of HCDVCC based on the reasonableness of the request.
- Up to 10% of total program costs may be used for administrative costs and organizational capacity building if developments will have a benefit to current and future domestic violence survivors being serviced by the organization.
- All agencies will be required to submit monthly invoices and reports to be reimbursed by HCDVCC within 7 business days of receiving reimbursing funds from the County.
- HCDVCC is seeking agencies that hold a current M/WBE certification. Agencies that are M/WBE certified must provide their certification, if they are awarded a contract. Agencies that do not hold the required certification may be asked to submit a Statement of Good Faith Efforts in lieu of certification.



Harris County Domestic Violence Coordinating Council

Domestic Violence Assistance Fund

- HCDVCC will require each selected agency to use reasonable and non-discriminatory processes to adequately assess the needs of each victim recipient seeking assistance.
- HCDVCC will prohibit each selected agency from discriminatorily refusing services to any potential victim in violation of any federal, state or local statute, rule or law protecting individuals from discrimination in the distribution of public services.
- Agencies must complete a Risk Assessment Questionnaire
- For selected qualifying agencies who are proposing to provide Flexible Emergency Financial Assistance, we offer the following guidance:
 - We are flexible in the method of financial transfer including, but not limited to:
 - Use of store-specific gift cards, debit cards, or generic gift cards
 - Direct payments to vendors on behalf of clients

Reporting Requirements

Each approved agency must sign a Grant Agreement to include monthly reporting requirements:

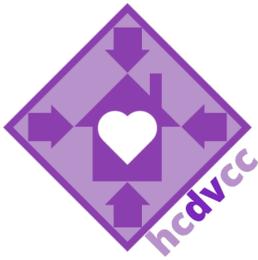
- Cumulative funds spent
- Funds disbursed by each qualifying expense category listed above
- Survivors of domestic violence assisted
- Number of High-Risk Team survivors provided with safety and protective tools
- Milestone Statuses and Project Plan updates
- Monthly Narrative describing progress, challenges & risks, opportunities, and next steps
- Granular Program Data, including beneficiary distribution by geography and demographic characteristics
- Participation in the Office on Violence Against Women Evaluation

Question and Answer Session

HCDVCC will provide a question-and-answer opportunity through email from on March 2, 2026 to March 6, 2026. All agencies are encouraged to send any applicable questions about the program and the RFP process to shannon@hcdvcc.org during this timeframe.

Evaluation Process

All proposals will be reviewed and scored by an evaluation committee. Proposals should be clear, accurate, and complete, as evaluations are based solely on the information provided. Select agencies may be requested to present on their proposal. Awarded agencies will be notified of acceptance by Monday March 23, 2026.



Harris County Domestic Violence Coordinating Council

Domestic Violence Assistance Fund

RFP Submission Checklist

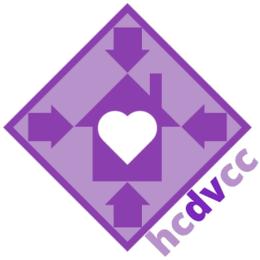
	LIST OF ATTACHMENTS
	GENERAL INFORMATION: 1 PAGE Organizational information to include proof that the agency is a Harris County-based public, nonprofit, academic, and private sector agency that has a proven record of providing services to children experiencing trauma.
	APPLICANT NARRATIVE: MAXIMUM 3 PAGES <ul style="list-style-type: none"> • Write a narrative of the needs you are addressing. Include priority areas the application proposes to address. State the problem(s) the project will address (include local statistics/data, whenever possible). • Description of an efficient approach to distributing flexible funds to eligible households/individuals. Identify gaps in services and explain how the proposed project will complement and not duplicate existing services. • Describe how your agency is trauma informed. • Demonstrate non-discrimination in the provision of services based on race, color, religion, creed, age, sex, sexual orientation or gender identity, national origin or ancestry, marital status, veteran status or status as a qualified disabled or handicapped individual. • Describe how your agency reaches underserved domestic violence survivors. • Describe the scope of service/output projections and budget reflecting grant amount.
	FINANCIAL CAPACITY: 1 PAGE SIGNED BY CEO OR BOARD CHAIR Must demonstrate sufficient capacity and financial resources
	Current financial statements and single audit, if available, and the most recent programmatic audit
	BUDGET ATTACHMENT AND BUDGET NARRATIVE: 2 PAGE MAXIMUM A budget detailing project expenses and funding sources (an Excel budget template is included for use, if needed).
	TIMELINE: 1 PAGE Provide a detailed month-by-month timeline with a list of key activities and milestones to take place within the award performance period
	SYSTEM FOR AWARD MANAGEMENT RESULTS: 1 PAGE MAXIMUM Applicant must include verification that your company as well as the company's principal is not debarred through the System for Award Management (www.SAM.gov). Applicant must enclose a printout of the search results that includes the record date.
	OUTREACH AND PROGRAM MARKETING PLAN: 1-2 PAGES Proposers must clearly describe their strategy for conducting outreach and marketing activities to ensure maximum awareness, accessibility, and utilization of the Domestic Violence Assistance Fund (DVAF).

Submission and Deadline

It is the responsibility of each agency to examine the entire RFP package, seek clarification in writing during the question-and-answer window, and review their proposal for accuracy before submitting. The deadline for submission of questions relating to this RFP is March 6, 2026.

Proposals must be submitted electronically, and late proposals will NOT be considered.

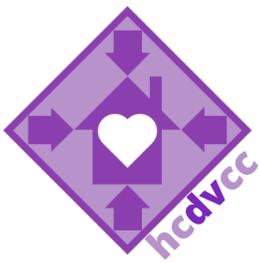
DEADLINE TO SUBMIT
March 13, 2026 5pm
to Shannon@hcdvcc.org



**Harris County Domestic Violence
Coordinating Council**
Domestic Violence Assistance Fund

APPENDIX A

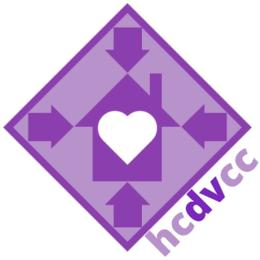
Checklist for Organizations Offered a Contract



Harris County Domestic Violence Coordinating Council

Domestic Violence Assistance Fund

- Proof of 501(c)(3) status, if applicable
- Current financial statements and annual audit, if available
- Proof of insurance in the types and amounts required by the County
 - The subcontractor shall, at all times during the term of this Agreement, maintain insurance coverage with not less than the type and requirements in this Section. Such insurance is to be provided at the sole cost of the Contractor. These requirements do not establish limits of the subcontractor's liability.
 - All policies of insurance shall waive all rights of subrogation against HCDVCC, its officers, employees, and agents.
 - Upon request, certified copies of original insurance policies shall be furnished to HCDVCC.
 - HCDVCC reserves the right to require additional insurance as it deems it necessary.
 - Contractor shall maintain at a minimum:
 - Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability, Personal and Advertising Injury Liability and where the exposure exists, coverage for watercraft, blasting collapse and explosions, blowout, cratering and underground damage. One Million Dollars (\$1,000,000.00) each occurrence Limit Bodily Injury; Products-Completed/Operations Limit One Million Dollars (\$1,000,000.00); One Million Dollars Personal and Advertising Injury Limit (\$1,000,000.00); General Aggregate Two Million Dollars (\$2,000,000.00) per project; Umbrella/Excess Liability One Million Dollars (\$1,000,000.00) Each Occurrence, One Million Dollars (\$1,000,000.00) Aggregate. HCDVCC shall be covered as an "additional insured" on the commercial general liability policy and any separate policies, where applicable, covering the requirements of this Section.
 - Professional/Errors and Omissions Liability, One Million Dollars (\$1,000,000.00) Each Occurrence, One Million Dollars (\$1,000,000.00) Aggregate.
 - Workers' Compensation (with Waiver of subrogation to HCDVCC) Employer's Liability, including all states, U.S. Longshoremen, Harbor Workers and other endorsements, if applicable to the Project, and in accordance with Texas state law.
 - Automobile Liability Coverage: Combined single limit of One Million Dollars (\$1,000,000.00) Combined Liability Limits for Bodily Injury and Property Damage Combined. HCDVCC shall be named as an "additional insured" on the automobile policy.
 - Proof of insurance with proof of waiver of subrogation and HCDVCC designated as an "additional insured" must be returned attached to the signed Agreement as Exhibit B, which is attached hereto and incorporated herein by reference.
- All subcontractors need to maintain an active entity registration on SAM.gov and have a policy in place stating how often SAM.gov checks will be performed.
 - Exceptions 2 CFR Part 25.110



Harris County Domestic Violence Coordinating Council

Domestic Violence Assistance Fund

- SAM.gov entity registration does not apply to individuals or households who apply for or receive Federal financial assistance (i.e., unrelated to any business or nonprofit organization he or she may own or operate in his or her name.)
- Must comply with 2 CFR 200, also known as the Uniform Guidance, that establishes the administrative requirements, cost principles, and audit standards, ensuring consistent and transparent management of funds.
- Outreach and Program Marketing Requirement
 - Agencies must clearly describe their strategy for conducting outreach and marketing activities to ensure maximum awareness, accessibility, and utilization of the Domestic Violence Assistance Fund (DVAF). The response should outline how the agency will effectively inform survivors, community partners, and referral sources about the availability of DVAF resources.
 - At a minimum, the narrative should address:
 - Target populations and geographic areas to be prioritized
 - Strategies to reach underserved, marginalized, and high-barrier survivors
 - Partnerships and referral networks that will support outreach efforts
 - Methods of communication (e.g., community presentations, digital outreach, social media, culturally responsive materials, multilingual resources, etc.)
 - Plans to ensure confidentiality and survivor safety in all outreach activities
 - How outreach effectiveness will be measured and adjusted to maximize impact
 - Agencies should demonstrate how their outreach and marketing approach aligns with survivor-centered, trauma-informed, and equity-focused practices and contributes to system-wide coordination.



Scoring Tool for DVAF Grant Application

Overview

This scoring tool is designed to evaluate grant applications based on 2 key areas: project narrative and organizational capacity. Each component is assigned a specific weight in determining the overall score.

Scoring Criteria

Component	Weight	Max Score	Scoring Criteria
<u>Project Narrative</u>	<u>60%</u>	<u>20</u>	
* Process for selecting and serving recipients		4	
* Trauma-informed and non-discriminatory practices		4	
* Population Served (underserved DV survivors)		4	
* Output projections and budget		4	
* Description of innovative approach to administering grant funds		4	
<u>Capacity to Serve Target Population</u>	<u>40%</u>	<u>10</u>	
* Capacity to assist non-English speakers (Yes=1, No=0)		1	
* History of providing funds to community (Yes=1, No=0)		1	
* Compliance with reporting and invoice submissions from past grant awards		4	
* Overall quality and adherence to RFP instructions		4	

Scoring Instructions

1. **Assign points** to each component based on the provided scoring criteria.
2. **Calculate the total points** for each component by multiplying the score by the weight.
3. **Sum the total points** for all components to determine the overall score.

Example Scoring Matrix

Component	Score	Weight	Total Points
Project Narrative	20	60%	12
Organizational Capacity	10	40%	4
Total Score	30		16

Export to Sheets

Note: The maximum possible score is 30.

Additional Considerations

- **Qualitative assessments:** While the scoring tool provides a quantitative framework, qualitative feedback will also be incorporated into the evaluation process.
- **Reviewer training:** HCDVCC will ensure that reviewers are familiar with the scoring criteria and expectations.
- **Calibration:** HCDVCC conduct calibration sessions among reviewers to ensure consistency in scoring.