



Mayor's Assistance  
Office, DON  
900 Bagby St.  
Annex Building  
Houston, TX 77002



# Mayor's Assistance Office

## Announcement

### Super Neighborhood Grant Administrative Funding

Deadline for the 25/26 funding  
year is

**April 18, 2026**

Starting this funding year, all administrative purchases must be preapproved. Office supplies and promotional materials will be purchased by MAO and delivered to the SN upon arrival. This process ensures that there is less paperwork and out-of-pocket costs to the Super Neighborhoods. Please use the QR code below to request the Administrative Funds Order Form. The form and the SN meeting minutes should be returned to Darlena Parker at [Darlana.Parker@houstontx.gov](mailto:Darlana.Parker@houstontx.gov). She can be reached at 832.393.0955 for questions.

**FYI**

**Office Supplies examples:** paper, writing tools, organizer, folders, monthly rental(s), boards, & more.

**Admin Funds cannot be used for labor services or technology equipment** such as computers, laptops, monitors, printers & scanners.

**QR code**

