

FY 2025

Funding



Super Neighborhood Administrative Cost FAQ

1. Who is eligible to receive Administrative Cost Funds?
 - Recognized active Super Neighborhoods with Department of Neighborhoods approved updated by-laws
2. How much funding is available?
 - Up to \$2,000 for FY 2025
3. How do you submit funding requests?
 - All funding requests must be submitted via email to the Mayor's Assistance Office Super Neighborhood Coordinator.

SN Coordinator	Sandra Cortez
Email address	Sandra.cortez@houstontx.gov
Phone	832.394.0618

4. How do SNs apply for Administrative Cost?
 - SNs may request a direct purchase from the SN Coordinator or submit a reimbursement for approved purchases/expenses.
 - **For direct purchase** submit the Supply Order Form.
 - **For reimbursement**, the SN Reimbursement Form and Invoice must be submitted.
 - SN meeting minutes approving the items must be submitted with the purchase's itemized receipt.
 - Forms can be found online at the MAO website: [Super Neighborhoods \(houstontx.gov\)](http://SuperNeighborhoods(houstontx.gov)).
5. What is the deadline for Administrative Cost?
 - May 15, 2025, is the deadline for Administrative Cost reimbursement.
6. What are approved Administrative Cost?
 - Printing (business cards, agendas, flyers, meeting handouts)
 - Meeting room costs
 - SN Website/ MailChimp/ Survey Monkey/ Constant Contact, etc.
 - NNO events (tent, handouts, etc.)
 - Basic Office supplies (excluding electronics)
 - P.O. Box – one per SN
7. What is the first step **before** submitting a reimbursement?
 - SN must register as a City Vendor
 - Active and completed Vendor status is required to process reimbursement.