



Shelter, Support & Housing Administration
Rob Cressman, General Manager (Acting)

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Morag Perkins
Manager, Operations &
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Hostel Services

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July 19, 2016

Dear Shelter Provider,

Re: 2017 Hostel Services Budget Submission

Attached is the 2017 Hostel Services Annual Budget Submission template and Guidebook. The completed budget submission package is due on **Wednesday September 7th, 2016**, and we require one signed hard copy, as well as an electronic copy submitted to hsfunsub@toronto.ca.

A 2017 Budget Submission Information Session will be held on **Friday August 12th, 2016 at Metro Hall Room 303 from 2:30 PM – 4:00 PM**. We will review the process for completing the 2017 Annual Budget Submission package and answer any questions you may have. Please RSVP to Arneil Duzon at arneil.duzon@toronto.ca to let us know how many of your staff would like to attend.

If you have any questions please contact your Agency Review Officer.

Sincerely,

Morag Perkins
Manager, Operations & Support Services (Acting)
Hostel Services

