

IF COMING FROM AN AGENCY, INSERT AGENCY LETTERHEAD

Template and Simple Guidelines for Crafting Budget Testimony

To: Chairwoman Karen Spilka, Chairman Brian Dempsey and members of the Joint Committee on Ways and Means

From: List your agency if relevant, your name, and your city

RE: Fiscal Year 2018 State Budget Recommendations

DATE: March 31, 2017

1. Thank the committee for taking the time to consider your recommendations.
2. Describe a little bit about your agency or yourself and your connection to the issue of housing and family homelessness.
3. Put forth your line item recommendations (as many as you like, but listed in priority order) referring to Homes for Families budget recommendations). For example: "I respectfully urge you prioritize spending for the Massachusetts Rental Voucher Program (7004-9024) by restoring funding to \$120 million to provide approximately \$1,500 new vouchers."
4. If you can, include a personal story to help make the issue(s) real!

Make your testimony no longer than about a page and a half (or if you are doing oral testimony in person, keep it to a page and remember you will have no longer than 3 minutes to present).