



# OFFICE OF PLANNING AND BUDGET

**Brian P. Kemp**  
Governor

**Kelly Farr**  
Director

July 30, 2021

## **MEMORANDUM**

**TO:** Agency Heads  
Fiscal Officers

**FROM:** Kelly Farr *KF*

**RE:** **Budget Instructions: Amended FY 2022 and FY 2023**

The last two fiscal years have brought exceptional challenges to our state and to each of your agencies. Our state agencies have been on the frontlines combatting the COVID-19 pandemic all while finding ways to continue to provide vital services to our citizens in an uncertain fiscal climate. Thank you for you and your staff's continued hard work, flexibility, and resilience over the last 18 months. While we entered FY 2021 with tremendous economic uncertainty, the strong underlying foundations of Georgia's economy, focus on both the lives and livelihoods of our citizens, and our conservative fiscal management led Georgia to a historically strong close for the fiscal year last month.

As we see continue to see increasing economic activity, strong consumer demand, and continued unemployment declines, we expect our economy to see solid growth through the current fiscal year and into FY 2023. As our economy and our state grows, so too do demands of state government as we strive to meet the health, safety, and education needs of our citizens. We are encouraged that our current projected economic growth will not require budget reductions in the Amended FY2022 and FY 2023 budgets while still allowing us to meet our statutorily obligated funding requirements. Therefore, Governor Kemp is instructing agencies to submit operational budgets equivalent to their current FY 2022 appropriation for Amended FY 2022 and FY 2023.

To meet the uncertain fiscal challenges brought on by the pandemic, the preceding fiscal years required agencies to evaluate how they could deliver the same or better services with less. I applaud some of the innovative approaches you took in meeting that challenge, including the Department of Human Services offering online benefit applications that allowed for their workforce to approve applications remotely during the pandemic, the Department of Community Supervision enacting a remote interview process that allowed them to meet their obligations while also protecting their employees, the Departments of Corrections and Juvenile Justice better managing work hours and staff sizes to enable them to increase employee pay, and agencies leveraging telework opportunities to reduce rental costs. While we continue to be optimistic about the strong fiscal foundation of our state looking ahead, we should not take our foot off the gas in finding better and more efficient ways to run state government. Therefore, agencies who have leveraged technology to streamline business processes or found other budgetary efficiencies may request to redirect resources within their existing budgets to use for new initiatives or to further improve their service delivery model. Any requested redirections must net to zero to be submitted.

The General Budget Preparation Procedures are available on the OPB website at [opb.georgia.gov](http://opb.georgia.gov) for use in preparing your agency's Amended FY 2022 and FY 2023 budget request. Planning and Budget Cloud Services (PBCS) instructions are also accessible on the OPB website. Information on Strategic Planning is available at [opb.georgia.gov/strategic-planning](http://opb.georgia.gov/strategic-planning). Each agency, department, and authority must submit a budget request that is in accordance with the Governor's budget instructions. In some instances, agencies may be permitted to request enrollment or workload driven growth items. OPB will notify your agency of those items. Budget submissions, performance measures, and strategic plans are due on Wednesday, September 1, 2021.

In selecting a cutoff amendment for budget development, agencies should ensure that the base budget accurately reflects the known or planned expense of federal and other funds for the year. However, one-time federal funding associated with federal COVID-19 stimulus acts should not be included in the base budget. Agencies may submit amendments to recognize these funds after they have completed any necessary base budget adjustments for the cutoff amendment.

Again, thank you for the work that you and your staff have done to help guide our state through turbulent waters to calmer seas. I appreciate your assistance in developing a budget for our upcoming fiscal year that will both maintain Georgia's record of conservative fiscal management while also investing in opportunities to move state government forward.

KF:sb