



# OFFICE OF PLANNING AND BUDGET

**Brian Kemp**  
Governor

**Kelly Farr**  
Director

January 26, 2021

Agency Head,

The Office of Planning and Budget utilizes multiple sources of information and data to develop each agency's annual budget recommendation. We rely on the accuracy and completeness of data to ensure that we make informed decisions that support the economic operation of our great State.

Over the last few months, my staff has been working with the State Properties Commission in gaining access to their real property database (BLLIP). Because of the hard work of our teams and the Carl Vinson Institute of Government, OPB now has a direct link to import all data from the BLLIP database. A review of the current information showed a substantial portion of the records to be incomplete or inconsistent with our understanding. My division directors will utilize this data during the FY 2023 budget development and review of your budget submissions. It is critical that we be able to rely on this data to be complete and accurate now and on an ongoing basis.

I'm asking you and your staff to review, update and complete ALL applicable data fields in the BLLIP database by June 1, 2021. I am also asking that your staff be active in maintaining the records but at a minimum perform an annual review of your individual agency information. Having a specific person tasked with ensuring the completeness of the data is recommended.

While OPB's direct access to the BLLIP database is new, DOAS Risk Management has utilized the BLLIP application for valuation of all the State's real property for insurance purposes for almost 10 years. This is yet another reason to ensure all agency information is accurate in BLLIP.

Please have your assigned person or BLLIP administrator reach out to SPC's Asset Manager, Russ Morgan at [russ.morgan@spc.ga.gov](mailto:russ.morgan@spc.ga.gov) or 404-463-1954 as you begin this effort. Mr. Morgan will be able to assist with issues and questions.

Thank you in advance for your cooperation.

*Kelly Farr*

Kelly Farr  
CFO and OPB Director