



State of Idaho
DIVISION OF FINANCIAL MANAGEMENT
 Executive Office of the Governor

BRAD LITTLE
 Governor

ALEX J. ADAMS
 Administrator

April 25, 2023

MEMORANDUM

TO: Agency Directors
 Executive Legislation Contacts

FROM: Alex J. Adams, Administrator
 Division of Financial Management

SUBJECT: **Executive Agency Legislative System (EALS) – 2023 Procedures**

All legislation an agency is involved in must be reviewed and approved by the Division of Financial Management (DFM) and the Governor’s Office to determine consistency with gubernatorial policies, and to assess the impact on state agencies and the public. **All** legislation bearing an agency, or agency employee, name must go through the Executive Agency Legislation System (EALS) process.

Manual and Training Session

Enclosed is the 2023 Executive Agency Legislation process manual which provides updated instructions on developing legislation. The following deadlines apply for all legislation agencies intend to bring forth during the 2024 Idaho legislative session:

Activity	Deadline
Last Day to Meet with Governor’s Office Contact and DFM Analyst on Idea Concepts	June 16, 2023
Last Day to Submit Legislative Ideas	June 23, 2023
Last Day to Submit Proposed Legislation (If Idea is Approved)	August 11, 2023
Last Day to Submit Legislative Sponsor (If Proposed Legislation is Approved)	December 8, 2023

The manual provides information about the mechanics of drafting legislation and the review and approval process undertaken.

If you have legislation that would impact the state General Fund, add regulatory burdens, or would likely receive opposition from stakeholders, **please schedule a meeting with your Governor's Office contact and DFM analyst prior to submitting the legislative idea form.**

EALS Link

The Executive Agency Legislative System (EALS) may be accessed at <http://apps.dfm.idaho.gov/eals>. If you need a user ID and password for EALS, go to link: <http://apps.dfm.idaho.gov/eals/login.aspx> and click "to request EALS access." Questions about the EALS system and process may be directed to Josh Scholer (josh.scholer@dfm.idaho.gov) or 208-854-3097). Questions about legislation content should be directed to your assigned Governor's Office contact and your assigned DFM analyst.