



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

BRAD LITTLE  
 Governor

LORI WOLFF  
 Administrator

May 9, 2024

**MEMORANDUM**

TO: Agency Directors  
 Executive Legislation Contacts

FROM: Lori Wolff, Administrator  
 Division of Financial Management

SUBJECT: **Executive Agency Legislative System (EALS) – 2024 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 2024 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 2025 Idaho legislative session:

Activity	Deadline
Last Day to Meet with Governor’s Office Contact and DFM Analyst on Idea Concepts	June 14, 2024
Last Day to Submit Legislative Ideas	June 21, 2024
Last Day to Submit Proposed Legislation (If Idea is Approved)	August 9, 2024
Last Day to Submit Legislative Sponsor (If Proposed Legislation is Approved)	December 13, 2024

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](mailto: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.