



CANYON COUNTY SHERIFF

Sheriff Kieran Donahue
President - National Sheriffs' Association

Douglas S. Hart
Chief Deputy

November 19th, 2025

Board of Commissioners
Canyon County
Caldwell, ID 83605

Re: Federal Annual Certification Report and Annual Equitable Sharing Agreement

Dear Board of Commissioners:

The enclosed ORIGINAL of the required Federal Annual Certification Report and Equitable Sharing Agreement summarizing the City County Narcotics Unit and the Canyon County Sheriff's Office Equitable Sharing Activity requires your approval.

The Equitable sharing Agreement and Certification requires online Electronic Signatures. I have attached a signature page for your approval.

Please put it on the agenda and, after it is signed, return a copy to Cherry Kelly Sheriff's Admin. for distribution.

Thanks,

5087

Cherry Kelly #5887
Sr. Admin. Assistant
City County Narcotics Unit
ext. 2280

Encl: Federal Annual Certification Report and Annual Equitable Sharing Agreement



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: ID0140000
Agency Name: Canyon County Sheriff's Office
Mailing Address: 1115 Albany St.
Caldwell, ID 83605

Type: Sheriff's Office

Agency Finance Contact

Name: Kelly, Cherry
Phone: 208-453-2280

Email: Cherry.kelly@canyoncounty.id.gov

Jurisdiction Finance Contact

Name: Hogaboam, Rick
Phone: 208-455-6078

Email: rick.hogaboam@canyoncounty.id.gov

ESAC Preparer

Name: Kelly, Cherry
Phone: 208-453-2280

Email: Cherry.kelly@canyoncounty.id.gov

FY End Date: 09/30/2025

Agency FY 2026 Budget: \$52,345,897.62

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$36,467.39	\$2,594.29
2	Equitable Sharing Funds Received	\$85,692.40	\$0.00
3	Other Income	\$37,324.00	\$0.00
4	Interest Income	\$0.00	\$0.00
5	Total Equitable Sharing Funds Received (total of lines 2-4)	\$123,016.40	\$0.00
6	Equitable Sharing Funds Spent (total of lines a - n)	\$109,491.51	\$0.00
7	Ending Equitable Sharing Funds Balance (difference between line 6 and the sum of lines 1 and 5)	\$49,992.28	\$2,594.29

¹Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Administrative Costs	\$0.00	\$0.00
b	Training and Education	\$3,095.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement and Public Safety Operations	\$79,016.51	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Prevention or Awareness Programs	\$0.00	\$0.00
j	Overtime	\$0.00	\$0.00
k	Law Enforcement Initiatives that Further Investigations	\$27,380.00	\$0.00
l	Salaries	\$0.00	\$0.00
m	Non-Categorized Expenditures	\$0.00	\$0.00
Total		\$109,491.51	\$0.00

Other Income

Other Income Type	Justice Funds	Treasury Funds
Reimbursements	\$37,324.00	

Salaries

Salary Type	Justice Funds	Treasury Funds

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor****Name:** Jodi Daugherty**Company:** Eide Bailly**Phone:** 208-424-3512**Email:** jdaugherty@eidebailly.com

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES ☐ NO ☐ THRESHOLD NOT MET ☒**Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse:**

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations. Further, agencies are required to collect race and ethnicity data as required by 28 C.F.R. 42.106(b) and 31 C.F.R. 22.6(b).

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administrated in the same manner as the jurisdiction's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The

Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: Donahue, Kieran

Title: Sheriff

Email: Kieran.Donahue@canyoncounty.id.gov

Signature: 

Date: 11-26-25

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Holton, Brad

Title: Board Chairman

Email: Brad.holton@canyoncounty.id.gov

Signature: See attached signature page

Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

CANYON COUNTY SHERIFF'S OFFICE ID0140000
EQUITABLE SHARING AGREEMENT AND CERTIFICATION
ANNUAL CERTIFICATION REPORT FOR FISCAL YEAR END 2025
SIGNATURE PAGE

Canyon County, Idaho
1115 Albany Street
Caldwell, ID 83605

BOARD OF COUNTY COMMISSIONERS



Brad Holton, Chairman



Leslie Van Beek, Member



Zach Brooks, Member

ATTEST: RICK HOGABOAM, CLERK

By: 

Deputy Clerk

Date: 12/9/25

Cash Flow Report

10/1/2024 through 9/30/2025

11/18/2025

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Category	10/1/2024- 9/30/2025
INFLOWS	
Reimbursement	37,324.00
Shared Assets	85,692.40
TOTAL INFLOWS	123,016.40
OUTFLOWS	
Reimburse Buy Funds	27,380.00
Training Cost	3,095.00
Transfer Out	79,016.51
TOTAL OUTFLOWS	109,491.51
OVERALL TOTAL	13,524.89

Fed. Justice Fund--DOJ 606

Fed. Justice Fund--DOJ 606

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11/18/2025

Date	Num	Transaction	Payment	C	Deposit	Balance
11/25/2024	DEP	HIDTA Reimbursment cat: Reimbursement memo: PMS Buy Funds Reimbursed Jan-Sept 2024			13,839.00	50,306.39
11/30/2024	EXP	US Bank cat: Training Cost memo: Confessions of a Drug Smuggler-Nicodemus	95.00			50,211.39
12/5/2024	DEP	HIDTA Reimbursment cat: Reimbursement memo: Confessions of a Drug Smuggler-Nicodemus			95.00	50,306.39
12/31/2024	EXP	Oct-Nov 2024 Buy Funds Expended cat: Reimburse Buy Funds	7,655.00			42,651.39
1/13/2025	DEP	HIDTA Reimbursment cat: Reimbursement memo: PMS Buy Funds Reimbursed Oct-Dec 2024			8,305.00	50,956.39
1/22/2025	DEP	U.S. Marshall cat: Shared Assets memo: RK-21-0016/21-DEA-675387 James Conour			506.76	51,463.15
1/22/2025	DEP	U.S. Marshall cat: Shared Assets memo: RK-21-0041/22-DEA-691373 Sosa (Meat Sweats)			986.12	52,449.27
1/24/2025	EXP	Dec 2024 Buy Funds Expended cat: Reimburse Buy Funds	650.00			51,799.27
3/27/2025	DEP	U.S. Marshall cat: Shared Assets memo: RK-23-0005/23-DEA-700403 William Harper			841.73	52,641.00
3/28/2025	DEP	U.S. Marshall cat: Shared Assets memo: RK-23-0005/23-DEA-699523 William Harper			4,341.28	56,982.28
3/31/2025	EXP	US Bank cat: Training Cost memo: MNOA X 8	3,000.00			53,982.28
5/9/2025	EXP	Jan-Mar 2025 Buy Funds Expended cat: Reimburse Buy Funds	5,180.31			48,801.97
6/16/2025	DEP	Apr-May 2025 Buy Funds Expended cat: Reimburse Buy Funds	1,750.44			47,051.53
7/31/2025	DEP	Correction To May & June Payables/Buy F... cat: Reimburse Buy Funds memo: Misc Exp for May & June Pulled from Justice instea...			125.75	47,177.28
8/31/2025	EXP	Jun-July & 1st Half Aug 2025 Buy Funds E... cat: Reimburse Buy Funds	12,270.00			34,907.28
9/9/2025	DEP	HIDTA Reimbursment cat: Reimbursement memo: PMS Reimbursement Buy Funds Jan-Jul 2025			15,085.00	49,992.28
9/22/2025	DEP	U.S. Marshall cat: Shared Assets memo: 23-FBI-008139 Nursery 23-N-5018			40,016.51	90,008.79
9/22/2025	DEP	U.S. Marshall cat: Shared Assets memo: 23-FBI-008139 Nursery 23-N-5018			39,000.00	129,008.79
9/22/2025	EXP	CCSO cat: Transfer Out memo: Transferred to CCSO Justice Account 622 (110100)-...	40,016.51			88,992.28

11/18/2025

Date	Num	Transaction	Payment	C	Deposit	Balance
9/22/2025	EXP	CCSO cat: Transfer Out memo: Transferred to CCSO Justice Account 622 (110100)-...	39,000.00			49,992.28

Canyon County
General Ledger Report

			Reference	Debit Amount	Credit Amount	Balance
Account:	622-00-000-00-110100					
	622-00-000-00-110100 (Cash in bank investments)					
	9/1/2025		Account Beginning Balance			\$0.00
	9/22/2025	32695-12	Deposit 45215 - Summarized Cash Receipts Receipt	\$40,016.51		
	9/22/2025	32695-13	Deposit 45216 - Summarized Cash Receipts Receipt	\$39,000.00		
			Account Subtotals	\$79,016.51	\$0.00	
	9/30/2025		Account Net Change			\$79,016.51
	9/30/2025		Account Ending Balance			\$79,016.51
	9/1/2025		Beginning Encumbrance Balance			\$0.00
	9/30/2025		Net Change			\$0.00
	9/30/2025		Ending Encumbrance Balance			\$0.00
Account:	622-00-000-00-399000					
	622-00-000-00-399000 (Revenue for agencies)					
	9/1/2025		Account Beginning Balance			\$0.00
	9/22/2025	32695-37	-45215-89106 Cash Receipts	\$40,016.51		
	9/22/2025	32695-46	-45216-89107 Cash Receipts	\$39,000.00		
			Account Subtotals	\$0.00	\$79,016.51	
	9/30/2025		Account Net Change			(\$79,016.51)
	9/30/2025		Account Ending Balance			(\$79,016.51)
	9/1/2025		Beginning Encumbrance Balance			\$0.00
	9/30/2025		Net Change			\$0.00
	9/30/2025		Ending Encumbrance Balance			\$0.00

Fed. Treasury Fund--IRS 615

Fed. Treasury Fund--IRS 615

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11/18/2025

Date	Num	Transaction	Payment	C	Deposit	Balance
3/20/2018	DEP	IRS cat: Shared Assets memo: IRS-CICCARELLO 84130031-01			2,594.29	2,594.29