



Whitman County Commissioners

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Whitman County Economic Development Public Facilities (.09) Fund

Drawdown process for Awardees of Public Facilities (.09) Funds:

1. Begin the project as soon as possible.
2. Payments to vendors, contractors or subcontractors are paid by the awardee first and then reimbursed by the County. The County will only reimburse the awarded entity.
3. The awardee submits a letter of invoice to the county periodically and/or when the project is completed, whichever method works best for your project. All backup documentation totaling the amount requested **must be attached**, i.e. invoices from vendors, contractors or subcontractors, receipts, cancelled checks/warrants, employee wages, etc.
4. Reimbursements are made by the County at 75% of the requested amount until the project is completed.
5. Send a letter of completion to the County with final back-up documentation to receive the balance of your awarded funds.
6. Awardees have until **May 19, 2026**, to complete the project and request reimbursement. If the project cannot be completed within the one-year timeframe, the awardee must request an extension to the County Commissioners **prior** to the deadline.
7. Any deviation from the original awarded application must have prior written approval from the county commissioners.

Contact Corey Mitzimberg, Clerk of the Board, at coreym@whitmancounty.gov or 509.397.5251 if you have any questions.

Additional information is available at:

www.whitmancounty.org > [Government](#) > [Boards & Commissions](#) > [Blue Ribbon Advisory Task Committee](#)