

**From:** [NCDOT Public Transportation - CTP](#)  
**To:** [exec@acta-nc.com](#); [hmullen@arhs-nc.org](#); [Dodson, Michael](#); [tiffany.boyer@alleganycounty-nc.gov](#); [Talbert, Wanda](#); [tbyrd@ansoncountync.gov](#); [director@appalcart.com](#); [amanda.roten@actatravel.com](#); [elovi@ashevillenc.gov](#); [rdtrivette@gmail.com](#); [Debbie Smith](#); [rsuggs@bcdcsolutions.org](#); [khporter@bladenco.org](#); [BTSDirector@atmc.net](#); [matthew.cable@buncombcountync.gov](#); [jandoh@burlingtonnc.gov](#); [rwbushy@cabarruscounty.us](#); [Parker, Marie](#); [vickie.clifton@carteretcountync.gov](#); [Williamson, Melissa](#); [Ball, Heather](#); [lchapman@cccc.edu](#); [blitchfield@townofchapelhill.org](#); [John.Lewis@charlottenc.gov](#); [dennis.streets@chathamcoa.org](#); [a.testerman@chathamtransit.org](#); [jennifer.west@cherokeeconomy-nc.gov](#); [pperry@choanokepta.org](#); [gunther@brmemc.net](#); [shcostner@yahoo.com](#); [Jacobs, Joy](#); [neal@cssjohnston.org](#); [fdavis@communitylinknc.org](#); [weslowlj@concordnc.gov](#); [Doug.Duffey@DavidsonCountyNC.gov](#); [kwalker@cravencountync.gov](#); [ifarrakhan@co.cumberland.nc.us](#); [Hester, Radcliff](#); [richard.jones@davidsoncountync.gov](#); [Angel Venecia](#); [kevitafo@nc-cherokee.com](#); [RandyHume@FayettevilleNC.gov](#); [Michael Coone](#); [plassiter@gatescountync.gov](#); [Kelly A. Blazey](#); [pierre.osei-owusu@durhamnc.gov](#); [morgan.simmons@raleighnc.gov](#); [PStephens@gotriangle.org](#); [don.willis@waynegov.com](#); [Davis, Anita L](#); [Colvard, Juanita H](#); [wanda.hill@grahamcounty.org](#); [kathy.may@granvillecounty.org](#); [Chase, Misty](#); [Bruce.Adams@greensboro-nc.gov](#); [zimmer@quillfordcountync.gov](#); [Wynes, Angela](#); [nthornton@hokecounty.org](#); [hydetransit@lycos.com](#); [hydetransit@lycos.com](#); [bradley.johnson@co.iredell.nc.us](#); [arice@iredellcoa.org](#); [aprilalm@jacksonnc.org](#); [Anthony Prinz](#); [neal@cssjohnston.org](#); [bill.sharek@jindustries.com](#); [ijohnson@kartsnc.com](#); [Cox, Diane](#); [Deeh@landofsky.org](#); [Davidson, Deborah](#); [angie.greene@lenoircountync.gov](#); [kford@lincolncounty.org](#); [ksaine@lincolncounty.org](#); [dasher@maconn.org](#); [dmetcalf@madisoncountync.gov](#); [Ellis, Angela C](#); [lmcDaniel@mayland.edu](#); [jason.hollifield@mcdowellgov.com](#); [Jones, Masie](#); [julie.wood@millingmanor.com](#); [sheila.directormitchelltransit@gmail.com](#); [Mary.Klauder@monarchnc.org](#); [sbiggs@moorecountync.gov](#); [ssimmons@mountainprojects.org](#); [clong@onslowunitedtransit.org](#); [tletman@orangecountync.gov](#); [clong@onslowunitedtransit.org](#); [jlongenbach@penderpas.com](#); [mfleig@personcountync.gov](#); [scottr@partnc.org](#); [rzeck@pittcoa.com](#); [cam.coburn@pittcountync.gov](#); [jkennedy@polknc.org](#); [Tawanna Williams](#); [Jarrell, Ira T](#); [sharon.robinson@co.roberson.nc.us](#); [modell@adtsrc.org](#); [Valerie.Steele@rowancountync.gov](#); [afreeman@rutherfordlifetimeservices.com](#); [tammy.aldrige@rutherfordcountync.gov](#); [kerry.giles@rutherfordcountync.gov](#); [rlhar@salisburync.gov](#); [Oates, Rosemarie](#); [Snead, April](#); [brian@sestages.com](#); [rshank@stanlycountync.gov](#); [psullivan@stanlycountync.gov](#); [rogerbailey@stevenscenter.org](#); [marlene@stateoffranklin.org](#); [todd.gardner@rockymountnc.gov](#); [brummage@lifecenterdavidson.com](#); [kara.cody@workshopofdavidson.org](#); [paul.justus@transylvaniacounty.org](#); [art@sunwaycharters.com](#); [Torres, Theresa](#); [Blevins, Kim E](#); [kangel@wprta.org](#); [wtadirector@wta1.org](#); [lrbarnes@wilson-co.com](#); [gajones@wilsonnc.org](#); [dwoodson@wstransit.com](#); [fsanchez@wcca.org](#); [fsanchez@wcca.org](#); [jcockerham@yvdeddi.com](#); [HARRIS, MICHAEL](#)  
**Cc:** [NCDOT - Integrated Mobility Division](#); [Dhatnubia \(RLS\), Konnadi](#)  
**Subject:** Claim Checklist  
**Date:** Thursday, March 17, 2022 9:59:45 AM  
**Attachments:** [CLAIM CHECKLIST.docx](#)  
[image001.png](#)

---

Good morning, All,

On our last transit call, there was a request for a claim checklist. The checklist was created so Subrecipients will know what is required when submitting claims. We have attached a copy of the claim checklist for your reference. Also, included is information required for submitting a change request.

Please feel free to contact anyone from the finance team or myself for further assistance if needed. Our contact information is listed below.

Cassandra Wilson	919-707-4671	<a href="mailto:cdwilson@ncdot.gov">cdwilson@ncdot.gov</a>
Jocelyn Valdez	919-707-4683	<a href="mailto:jpetatanvaldez@ncdot.gov">jpetatanvaldez@ncdot.gov</a>
Konnadi Dhatnubia		<a href="mailto:ext-kdhatnubia@ncdot.gov">ext-kdhatnubia@ncdot.gov</a>

**PLEASE DO NOT REPLY DIRECTLY TO THIS E-MAIL. THIS WILL DELAY YOUR RESPONSE. QUESTIONS SHOULD BE DIRECTED TO IMD STAFF LISTED IN THE E-MAIL.**

**Myra Freeman**

Finance Manager  
Integrated Mobility Division  
North Carolina Department of Transportation

919 707 4672 office  
919-665-8488 cell  
[msfreeman1@ncdot.gov](mailto:msfreeman1@ncdot.gov)

Mail Service Center 1550  
Raleigh, NC 27699-1550  
1 South Wilmington Street, Room 546  
Raleigh, NC 27601-1550



*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

---

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.