Appendix A

Sample Meeting Invitation Letters, Postcards, Door Hangers, and Advertisement
Sample Invitation Letter to Community Advisory Group Member

PUBLIC MEETING ANNOUNCEMENT

March 12, 2012

[Name]
[Title]
[Organization]
[Address]
Chicago, IL [Zip]

Dear [Salutation]:

Will you join us?

You are invited to attend the second round of Public Meetings hosted by the Illinois Department of Transportation regarding the preparation of the Environmental Impact Statement for the Grand Crossing Rail Project. Part of the Chicago Region Environmental and Transportation Efficiency (CREATE) Program, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago’s South Side and enhance Amtrak’s on-time performance.

Why are we conducting these meetings?

The purpose of the meetings is to:

• Provide an update on the status of the project
• Present the project’s range of alternatives
• Obtain public input on the range of alternatives

Agenda

A formal session with questions and answers will be held at 6:00 p.m. The formal session will be preceded by an open house from 4:00 p.m. and 6:00 p.m., where you will be able to view an audio-visual presentation and project exhibits. The project team will also be available to discuss the project and answer questions.

The meetings will be accessible to persons with disabilities. Anyone needing special assistance should contact Josh Druding at (312) 335-0100. Persons planning to attend who will need a sign language interpreter or similar accommodations should notify the Illinois Department of Transportation at (866) 273-3631 (TTY) at least five days prior to the meeting.
When and Where?

For your convenience, two meetings will be held – one in the northern portion of the study area, and one in the southern portion. Both meetings will present the same content:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 26, 2012</td>
<td>6:00-7:30pm, with Open House session from 4:00-6:00pm</td>
<td>Grand Crossing Park Field House 7655 S. Ingleside Ave, Chicago</td>
</tr>
<tr>
<td>Wednesday, March 28, 2012</td>
<td>6:00-7:30pm, with Open House session from 4:00-6:00pm</td>
<td>Sherwood Park Field House 5701 S. Shields Ave, Chicago</td>
</tr>
</tbody>
</table>

In the case of a weather emergency, the Public Meetings will be held at the same times and locations in April 2012, with the exact dates to be provided in a follow-up notice.

Where can you find more information?

Additional information about the Grand Crossing Rail Project is available at www.grandcrossingrail.com. Questions and comments regarding the project should be sent to:

Tony Pakeltis, Parsons
10 S. Riverside Plaza, Suite 400
Chicago, IL 60606
info@grandcrossingrail.com

Spread the Word!

Your participation is important and will help the project team identify the transportation issues and community values that will be considered as the Grand Crossing Rail Project progresses. Please tell your friends and neighbors about these important meetings and encourage them to attend.

Thank you for your continued interest in the project. We hope to see you at the meetings.

Very truly yours,

Danielle E. Stewart, P.E.
Acting CREATE Section Chief
Illinois Department of Transportation
www.createprogram.org
Sample Invitation Letter to Elected Official Whose District is Directly Impacted

March 12, 2012

[Name]/[Title]
[Organization]
[Address]
Chicago, IL [Zip]

Dear [Salutation]:

On March 26 and 28, 2012, the Illinois Department of Transportation (IDOT) will be hosting the second round of Public Meetings regarding the preparation of the Environmental Impact Statement for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. As you know from our previous conversations, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago’s South Side and enhance Amtrak’s on-time performance.

Details of the meetings are provided on the enclosed postcard, which will be distributed by Community Advisory Group members and at community facilities throughout the study area. Postcards also will be mailed to all property owners in the study area immediately adjacent to railroad right-of-way. The meetings will be advertised in print in the Chicago Sun-Times, The Defender, and The Chicago Crusader, as well as electronically on the Englewood Portal, EveryBlock Chicago, Resident Association of Greater Englewood (RAGE), New Life Covenant, Teamwork Englewood, Antioch MB Church, and Imagine Englewood If websites.

IDOT invites you or a representative to participate in one or both of these Public Meetings and would also like to extend to you the opportunity to speak briefly during the formal presentation. We will contact you directly to coordinate the details. If you have any questions in the meantime or would like to discuss the project, please contact Jakita Trotter, CREATE Public Outreach Administrator, at (312) 793-2790; or Tony Pakeltis, Parsons, at (312) 930-5268. Additional information is also available on the project website at www.grandcrossingrail.com.

Thank you for your continued support. We hope you can join us.

Very truly yours,

Danielle E. Stewart, P.E.
Acting CREATE Section Chief
Illinois Department of Transportation
www.createprogram.org
Sample Invitation Letter to City Agency that Owns Property Within the Study Area

March 12, 2012

[Name]
[Title]
[Organization]
[Address]
Chicago, IL [Zip]

Dear [Salutation]:

The Illinois Department of Transportation (IDOT) is preparing an Environmental Impact Statement (EIS) for the Grand Crossing Rail Project. Part of the Chicago Region Environmental and Transportation Efficiency (CREATE) Program, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago’s South Side and enhance Amtrak’s on-time performance. As you know from our previous letter dated November 23, 2011, property records indicate that the [agency] is the owner of record for one or more properties within or adjacent to the Grand Crossing Rail Project study area.

On March 26 and 28, 2012, IDOT will be hosting the second round of Public Meetings regarding the preparation of the EIS for the project. The enclosed postcard provides additional details of these meetings. The purpose of the Public Meetings is to provide an update on the status of the project, present the project’s range of alternatives, and obtain public input on the range of alternatives. As the owner of property within the study area, IDOT would like to invite you or a representative of the [agency] to attend.

If you have any questions in the meantime or would like to discuss the project in detail, please contact Tony Pakeltis of our consultant team at info@grandcrossingrail.com or (312) 930-5268.

Additional information is also available on the project website at www.grandcrossingrail.com.

Thank you for your continued support. We hope you can join us.

Very truly yours,

Danielle E. Stewart, P.E.
Acting CREATE Section Chief
Illinois Department of Transportation
www.createprogram.org
Sample Invitation Letter to Elected Official Whose District is Not Directly Impacted

March 12, 2012

[Name]/[Title]
[Organization]
[Address]
Chicago, IL [Zip]

Dear [Salutation]:

On March 26 and 28, 2012, the Illinois Department of Transportation (IDOT) will be hosting the second round of Public Meetings regarding the preparation of the Environmental Impact Statement for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. As you know from our previous correspondence, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago’s South Side and enhance Amtrak’s on-time performance.

Details of the meetings are provided on the enclosed postcard, which will be distributed by Community Advisory Group members and at community facilities throughout the study area. Postcards also will be mailed to all property owners in the study area immediately adjacent to railroad right-of-way. The meetings will be advertised in print in the Chicago Sun-Times, The Defender, and The Chicago Crusader, as well as electronically on the Englewood Portal, EveryBlock Chicago, Resident Association of Greater Englewood (RAGE), New Life Covenant, Teamwork Englewood, Antioch MB Church, and Imagine Englewood If websites.

IDOT invites you or a representative to attend one or both of these Public Meetings. If you have any questions in the meantime or would like to discuss the project, please contact Jakita Trotter, CREATE Public Outreach Administrator, at (312) 793-2790; or Tony Pakeltis, Parsons, at (312) 930-5268. Additional information is also available on the project website at www.grandcrossingrail.com.

Thank you for your continued support. We hope you can join us.

Very truly yours,

Danielle E. Stewart, P.E.
Acting CREATE Section Chief
Illinois Department of Transportation
www.createprogram.org
You are invited to attend Public Meetings hosted by the Illinois Department of Transportation regarding the preparation of the Environmental Impact Statement for the Grand Crossing Rail Project. The purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago’s South Side and enhance Amtrak’s on-time performance.

The purpose of the meetings is to:
- Provide an update on the status of the project
- Present range of alternatives for the project
- Obtain public input on project alternatives

A formal session with questions and answers will be held from 6:00 p.m. to 7:30 p.m. An open house will be held between 4:00 p.m. and 6:00 p.m. where you can view an audio-visual presentation and project exhibits. The project team will also be available to discuss the project and answer questions.

In the case of a weather emergency, the Public Meetings will be rescheduled for a later date in April 2012.

The meeting will be accessible to persons with disabilities. Anyone needing special assistance should contact Josh Druding at (312) 335-0100. Persons planning to attend who will need a sign language interpreter or similar accommodations should notify the Illinois Department of Transportation at (866) 273-3631(TTY) at least five days prior to the meeting.

Questions and comments regarding this project should be sent to:

Grand Crossing Rail Project | Parsons | 10 South Riverside Plaza, 4th Floor | Chicago, Illinois 60606
Attn: Tony Pakeltis | e-mail: info@grandcrossingrail.com

Spread the Word!
Please share meeting info with your neighbors and community groups. To request postcards for distribution, please contact Josh Druding at 312-335-0100.
You are invited to attend Public Meetings hosted by the Illinois Department of Transportation regarding the preparation of the Environmental Impact Statement for the Grand Crossing Rail Project. The purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago’s South Side and enhance Amtrak’s on-time performance.

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Attn: Tony Pakeltis | e-mail: info@grandcrossingrail.com
www.grandcrossingrail.com

Formal session with Q&A: 6:00 p.m. to 7:30 p.m.
Open House: 4:00 p.m. to 6:00 p.m.
March 26, 2012
Grand Crossing Park Field House
7655 S. Ingleside Ave
Chicago, IL 60619

March 28, 2012
Sherwood Park Field House
5701 S. Shields Ave
Chicago, IL 60621

Both meetings will present the same content.

Spread the Word!
Please share meeting info with your neighbors and community groups. To request postcards for distribution, please contact Josh Druding at 312-335-0100.
Public Outreach
Public Meeting #2
Door Hanger Distribution Plan
March 14, 2012

Door hangers will be placed in certain blocks in the study area to notify residents of the upcoming public meetings. The majority of the door hangers will be in the areas of North 1 and North 2 where there is the greatest likelihood for displacements. Some additional blocks will be canvassed near Grand Crossing near the CN Connection. Blocks that may be affected by potential viaduct closures have also been included. The attached maps show the blocks that would be canvassed with door hangers. Most of the door hangers overlap areas that are also being reached by postcard.

Teams of two people would be sent out to cover the blocks – one for each side of the street. Roughly 700 buildings would be reached with the blocks highlighted. The canvassing is scheduled to be carried out by a local vendor (Diverse City) on Monday, March 19, 2012 – the week prior to the public meeting.
Greenwood Greenwood 76th Street

Possible Street Closure

Door Hangers

Door Hanger (add'l for closures)

Door Hanger

Postcard
You are invited to attend Public Meetings hosted by the Illinois Department of Transportation regarding the preparation of the Environmental Impact Statement for the Grand Crossing Rail Project. The purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago’s South Side and enhance Amtrak’s on-time performance.

The purpose of the meetings is to:
• Provide an update on the status of the project
• Present range of alternatives for the project
• Obtain public input on project alternatives

Formal session with Q&A: 6:00 p.m. to 7:30 p.m.
Open House: 4:00 p.m. to 6:00 p.m.

March 26, 2012  March 28, 2012
Grand Crossing Park Field House  Sherwood Park Field House
7655 S. Ingleside Ave  5701 S. Shields Ave
Chicago, IL 60619  Chicago, IL 60621

A formal session with questions and answers will be held from 6:00 p.m. to 7:30 p.m. An open house will be held between 4:00 p.m. and 6:00 p.m. where you can view an audio-visual presentation and project exhibits. The project team will also be available to discuss the project and answer questions.

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