



City of Highwood - Housing Improvement Program

The **Housing Improvement Program (HIP)** is a City of Highwood grant program providing matching funds to **incentivize new and existing owners to reduce residential density and eliminate dilapidated and non-conforming residential units and structures in the community.** Funding will only be provided to those projects that are deemed appropriate and that meet the guidelines and reporting requirements listed below at the sole discretion of the City of Highwood. Funds are limited, once the budget amount is met the program will be suspended until the next fiscal year.

General Information:

- Budget total: **\$50,000** per year.
- Maximum grant level per project: **\$10,000.**
- Grant applications will be accepted and funded until all grant funds are depleted. Unfunded, but eligible projects, will be cataloged and receive consideration in subsequent fiscal years.¹
- Each project application must include a cash match contribution. The minimum match is 50% of the requested project funding. The higher the match the greater the likelihood of a grant award.
- Grant awards will fund **materials** only. Labor should not be included in the grant application.
- Projects must eliminate zoning and building code non-conformities or reduce residential density.²
- Projects that increase density, such as converting a single family home to a duplex, are not eligible.

Qualifying Materials:

- Grant requests should focus on a particular product or material used as part of a larger project, such as: shingles, siding, flooring, stairs, windows, etc.
- Materials should be long lasting, of high quality, and architecturally appropriate. Suggestions include: wood flooring, high efficiency windows, front doors with side lights, architectural grade roof shingles, solid surface counters, solid core interior doors, and fiber cement, cedar, and brick siding, and others.
- Visible from the street landscaping materials will also be considered including: front yard brick paver stoops, walks, and other improvements.



Application and Reporting Requirements:

- Complete an HIP form, must be signed by the property owner.
- Provide sufficient detail on the proposed supplier and materials requested for funding.
- Provide copy of building permit if required.
- Funding will be provided **AFTER** the project is completed and inspected by City Staff.
- Grantee must provide receipts/invoices detailing product costs prior to receiving grant.
- Projects will be reviewed and awarded based on the attached Award Criteria Rating.

Next Steps:

- To have your project considered, please submit an HIP Grant Application form and any additional information to meet the application requirements. Submit to the attention of Assistant City Manager Chris Martin via email at cmartin@cityofhighwood.org or mail to City of Highwood 17 Highwood, Highwood IL 60040.

¹ City of Highwood staff, elected, and appointed officials and contractors are not eligible for this program unless expressly authorized by the City Council.

² Grant awards may require agreement with City to prohibit conversion back to non-conforming status.

Housing Improvement Program – Application Form

Property Owner/Applicant Name:	
Property Address:	
Project Title (i.e. Smith’s Remodel):	
Project Description (include proposed brands, colors, and specifications, attach catalog sheets and other information):	
Project Cost Estimate (total):	\$
Funding/Grant Amount Requested:	\$
Contact Phone:	
Contact E-mail:	

I understand and agree:

- ✓ That I am the owner of the aforementioned property.
- ✓ That I will use the funds provided as described herein.
- ✓ That I may be requested to enter into an agreement with the City relative to this grant application.

Date:	
Signed:	
Print Name:	

Please submit this completed form and any additional information to meet the application requirements to the attention of Assistant City Manager Chris Martin via email at cmartin@cityofhighwood.org or mail to the City of Highwood 17 Highwood, Highwood IL 60040.

Official Use Below:

<i>Received By:</i>	
<i>Amount Approved:</i>	
<i>Inspection Date:</i>	
<i>Funds Released Date:</i>	
<i>Check Number:</i>	

Housing Improvement Program – Award Criteria Rating Sheet

Grant Award Criteria:

- The Housing Improvement Grant - Selection Committee, will review and evaluate all applications and award grant funding per the direction of the City Council. The following criteria will be considered by the Committee in determining the suitability and amount of award for a each grant request:

Criteria	Y/N
1) The project eliminates a non-conforming use, structure, or dilapidated building or reduces residential density.	
2) The project and materials are eligible for the program.	
3) The existing building is otherwise in need of renovation.	
4) The project restores, maintains, or enhances the historic character of the neighborhood or City.	
5) The proposed materials are of high quality and durability.	
6) The project can be completed within six (6) months from the date of the grant award.	
7) The cash match is equal to or greater than 50%.	
8) The project is ready to move forward (award 5 for immediate start date).	
9) Other considerations:	
✓	
✓	

Failure to abide by the terms and conditions of this program or any other City of Highwood building or other permit requirements will result in forfeiture of grant funding. In the event of a default by the applicant, the City of Highwood reserves the right to require repayment of any grant funds disbursed to the applicant.