

State Housing Infrastructure Partnership (SHIP)

Tier One - Preliminary Application

Program Purpose

The State Housing Infrastructure Program (SHIP), as described in Section 63N-3-1805, aims to use low-interest State infrastructure financing to directly accelerate and increase the production of attainable, owner-occupied housing in Utah. The program is intended to assist projects where the cost or timing of necessary infrastructure is preventing or materially limiting housing development and where State financing can remove that barrier. SHIP is not intended simply to substitute State financing for infrastructure that would otherwise be constructed under substantially the same conditions. Rather, participating municipalities must demonstrate that the favorable financing provided through SHIP is a material factor in making additional attainable housing feasible.

Eligible Applicants

Applicants are limited to qualifying political subdivisions, as defined in Section 63N-3-1801. Applicants may apply individually or in coordination with a developer, landowner, district, housing authority, infrastructure provider, or other project partner but shall remain responsible for the associated application, repayment, and commitments. To be eligible, municipalities and counties must have adopted a moderate income housing plan that complies with Section 10-21-202 or 17-80-202.

Application Structure

SHIP uses a single, two-tiered application process. The Tier One - Preliminary Application is designed to identify eligible and competitive projects before requiring full underwriting, thereby reducing unnecessary applicant expense. Applications may include planning, design, entitlement, and construction activities within a single infrastructure loan request.

The Tier One - Preliminary Application requests conceptual project information to be used as an initial screen for completeness, statutory eligibility, and consistency with program objectives.

Tier One - Preliminary Applications will be screened, and applicants may be asked for clarification or correction of incomplete information. Applicants with projects that appear eligible and competitive may be invited to submit a Tier Two - Full Application. Applicants not invited to proceed will receive a brief explanation and, when appropriate, guidance regarding future resubmittal.

Applicants shall provide documentation sufficient to meet the following requirements.

Documents are to be organized in a single PDF file and emailed to HCD@utah.gov with subject: “[APPLICANT] – SHIP Preliminary Application”.

Preliminary Application Requirements

1. Preliminary Housing Project Description (max. 5 pages):
 - a. Basic description and conceptual layout of housing project
 - b. Estimated number and type of housing units (including “attainable” units)
 - c. Status and anticipated timeline of land-use approvals
 - d. List of project partners, contact information, and description of roles
 - e. Development timeline (including anticipated housing delivery schedule)
 - f. Reasonable explanation of how the loan will accelerate or increase housing production (including timing and housing units with and without the loan)
 - g. Reasonable explanation of how attainable units will remain so in perpetuity
2. Attainable Housing Definition (max. 3 pages):
 - a. Applicant’s proposed definition of “attainable housing” which can use one or more objective measures such as sales price, percentage of area median income, percentage of regional or municipal median home price, housing type, dwelling size, lot size, purchaser income, purchaser occupancy requirements, financing or mortgage qualification criteria, or another objective measure
 - b. Explanation of why the proposed definition represents attainable housing within the applicable geographic area
 - c. Supporting market information
3. Preliminary Infrastructure Project Description (max. 3 pages):
 - a. Description of infrastructure barrier affecting housing production
 - b. Conceptual layout of proposed infrastructure improvements
 - c. Preliminary estimated cost of infrastructure improvements
 - d. Anticipated municipal ownership or control of infrastructure (if applicable)
 - e. Preliminary timeline for completion of infrastructure improvements
4. Loan Request (max. 2 pages):
 - a. Requested loan amount
 - b. Proposed repayment source and anticipated timing of repayment
 - c. Amount and source of expected matching contributions
5. Contact information for applicant’s point of contact
6. **Optional** – Letters of support from project partners

**Staff may contact applicant for clarification or additional documentation.
For questions, please email Joe Boyle (joeboyle@utah.gov)**