

PROGRAM STATEMENT

Funding Opportunity: HOP_MUN2026-2

Housing Opportunity Program Municipal Ordinance Development Grants: Round 2

Issued by:

Maine Office of Community Affairs
Housing Opportunity Program
127 State House Station
Augusta, ME 04333

Issue Date: March 27, 2026

Applications will be reviewed and funding will be awarded on a rolling basis. The deadline to apply is July 31, 2026, by 5:00 p.m.

All communication regarding this Program Statement should be sent to:

housing.moca@maine.gov

Informational webinar: April 6, 2026, at 10AM via Zoom

Registration link: <https://mainestate.zoom.us/j/83983605067>

Meeting ID: 839 8360 5067

One tap mobile

+16469313860,,83983605067# US

+13017158592,,83983605067# US (Washington DC)

Join instructions

<https://mainestate.zoom.us/join/83983605067/invitations?signature=zm95QoxVY-2fwo4QcaSi0Gk6CDg7JK6DJ11qraCof48>

A recording will be posted at: <https://www.maine.gov/moca/programs/housing-opportunity-program>

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SECTION 1. BACKGROUND

The Housing Opportunity Program, within the Maine Office of Community Affairs, provides grants and technical assistance to municipalities to encourage and support the development of additional housing units in the State, including housing units that are affordable for low-income and moderate-income individuals, and targeted to community workforce housing needs. The Housing Opportunity Program is seeking applications from municipalities for financial assistance to amend land use ordinances to comply with recent housing legislation.

1.1 Definitions

Term/Acronym	Definition
MOCA	Maine Office of Community Affairs
Municipality	A city or a town, excluding all unorganized and deorganized townships, plantations, townships, and towns that have delegated administration of land use controls to the Maine Land Use Planning Commission pursuant to 12 M.R.S. § 682(1)
Program	Housing Opportunity Program

1.2 Eligibility

Applicants must be a municipality as defined in Section 1.1.

1.3 Grant Award

A municipality is eligible for an award of up to \$10,000. There is no minimum award. The Program may award all, part, or none of this allocation at its discretion. The Program anticipates making multiple awards. The number of awards will depend on the number of applications received and available funds. Applications will be reviewed and funding will be awarded on a rolling basis.

1.4 Future Grant Rounds

The Program anticipates opening a third round for municipalities to receive financial assistance to amend ordinances to come into compliance with recent housing legislation.

The details of this round of funding will be determined, in part, based on the remaining needs following Rounds 1 and 2. A Program Statement will be issued in late summer 2026 providing more details about this funding opportunity.

Municipalities that do not receive funding in Round 2 are eligible to apply for financial assistance in Round 3. Municipalities may only receive funding in one grant round.

1.5 Cancellation Notice

The Program reserves the right to cancel this Program Statement at any time.

1.6 Final Action on Grant Awards

Awards made through this program are considered final and are not subject to internal agency appeal. Any person aggrieved by a decision may pursue judicial review according to the provisions of 5 M.R.S. §§ 11001 – 11008 within 30 days of the award announcement.

1.7 Information Sharing

The Program may share grant applications, and related community information with other state agencies and contracted organizations to improve awareness of community needs, priorities, and opportunities to provide assistance.

SECTION 2. ROUND 1 GRANT PROGRAM DETAILS

2.1 Description

The Program is seeking applications from municipalities that would like financial assistance to amend land use ordinances to comply with recent housing legislation. This document provides instructions for submitting applications, the procedure, and criteria by which the awarded Applicants will be selected.

2.2 Eligible Uses of Funds

Municipalities must use the funding to create and amend local ordinances to comply with the following housing laws:

- [LD 2003](#) (PL 2021, Ch. 672)
- [LD 1706](#) (PL 2023, Ch. 192)
- [LD 1829](#) (PL 2025, Ch. 385)
- [LD 997](#) (PL 2025, Ch. 364)
- [LD 427](#) (PL 2025, Ch. 374)
- [LD 2173](#) (if enacted)

A municipality may also use the funds for minor ordinance updates to remove outdated language or clean-up minor inconsistencies.

If a municipality completes the ordinance amendment process and has remaining unspent funds, the municipality may use the remaining funds for other housing related projects including:

- Housing related ordinance revisions (short-term rentals, manufactured housing, tiny homes, etc.);
- Community guidance on changes to local land use regulations related to housing;
- Community housing planning activities;
- Municipal website updates to promote housing resources or land use ordinances; or
- Housing related educational sessions.

2.3 Cost-Share (or Match)

There is no local cost share.

2.4 Grant Timeline

The period of performance for this funding opportunity is April 1, 2026, through July 31, 2027. Funds that are not spent during the period of performance must be returned to the Program. If a municipality chooses, they may use any remaining unspent funds for additional housing activities. See Section 2.2. **A municipality must contact the Program prior to the end of the grant period of performance if the municipality would like to use unspent funds for additional housing-related activities.**

2.5 Application Guidelines and Required Format

A complete application for funding will include the following components. Applications can be found and submitted via the MOCA grant portal:

<https://maineofficeofcommunityaffairs.submittable.com/submit>.

A. Criteria 1: General Information, Eligibility, and Application Information

Applicants must complete the following documents as part of their application:

- Eligibility and Applicant Information

B. Criteria 2: Use of Funds

Applicants must answer the following questions:

- Please briefly outline how your municipality will complete the ordinance amendments. Does your municipality anticipate hiring a consultant or legal advisor? If so, please state the name of the consultant and/or legal advisor (if known at this time).

- What is your proposed timeline for completion and adoption of ordinance amendments? Please also include a proposed date for submission of draft proposed ordinances prior to adoption for review by the Housing Opportunity Program.

C. Criteria 3: Budget Proposal

Applicants must fill out the budget table in the application with anticipated expenses related to ordinance development work. The maximum amount a municipality may request is \$10,000.

Anticipated expenses include:

- Legal fees to research, draft and revise zoning ordinances;
- Legal fees associated with development of legal opinions regarding local regulations;
- Staff, volunteer, and consultant time for research and drafting zoning ordinances, including staff time and board/town meetings;
- Fees associated with providing notice of public meetings or hosting public meetings; and
- Staff time, including overtime and stipends, and other associated expenses, for the conduct of town meetings.

Maine's current volunteer rate is \$32.13.

Expenses incurred prior to April 1, 2026, are not eligible to be included in the budget.

D. Criteria 4: Invoice

Applicants must fill out the linked invoice template in the application to receive funding from the Program. The invoice template can also be found in the Appendix of this Program Statement.

2.6 Selection and Award Process

Municipalities will be awarded funding on a rolling basis until July 31, 2026, or until all allocated funds have been expended, whichever is sooner.

Municipalities that apply but do not receive funding in Round 2 will be automatically considered for funding in Round 3.

Municipalities must complete all application requirements to be awarded funding.

If a municipality applies for funding and is awarded funding between May 15, 2026, and July 1, 2026, the Program will temporarily hold a municipality's invoice for processing. This is due to a

statewide hold on invoice submissions at the end of the State’s fiscal year. The Program will notify the municipality when its invoice has been submitted for processing following the hold.

2.7 Proposal Deadline and Submission

A. Application Submission:

Application Submission: Proposals are due by the time and date listed on page 1.

Proposals must be submitted via the MOCA grant portal:

<https://maineofficeofcommunityaffairs.submittable.com/submit>.

Users will need to sign-up to use the portal to access the application. A short video on how to create an account and use the grant portal for application submission can be found [here](#).

For technical support, use the [Submitter Resource Center](#), or contact [Submittable Customer Support](#), your program lead at MOCA, or email submittable.moca@maine.gov.

Please plan ahead. The Program assumes no responsibility for delays caused by internet outages.

B. Submitting Questions about the Program Statement

Questions about this program statement and the application process may be directed to housing.moca@maine.gov. Include the subject line “HOP_MUN2026-2 – Questions”

Responses provided by program staff should be considered advisory and are not a guarantee of a successful application. Any responses deemed substantive and binding will be summarized and posted on the Housing Opportunity Program’s website on a rolling basis until April 15, 2026. It is the Applicant’s responsibility to consult this summary.

C. Informational Meeting

MOCA will host a virtual informational session concerning the Program Statement. See the Program Statement cover page for the date, time, and web link for the meeting. The purpose of the informational session is to answer and/or field questions, clarify aspects of the Program Statement requirements, and provide supplemental information to assist potential Applicants in applying. Attendance is not mandatory. The meeting will be recorded and posted to the Housing Opportunity Program’s [webpage](#).

SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS

3.1 Grant Period of Performance

The grant period of performance is April 1, 2026, to July 31, 2027. Funds that are not spent during the period of performance must be returned to the Program. If a municipality chooses, they may use any remaining unspent contract funds for additional housing activities. See Section 2.2.

3.2 Reporting Requirements

Reporting Requirement 1: Municipalities must provide the Program with a draft of proposed ordinance revisions prior to adoption. The deadline for submission of this draft of proposed ordinance revisions must be outlined in the municipality's attached application. Once a municipality submits its draft of proposed ordinance revisions, the Program will conduct a high-level review of ordinance revisions within 30 calendar days of municipal submission. Please see the Appendix for the Program's review template that will be used to review draft ordinances.

Reporting Requirement 2: Municipalities must provide the Program with the following documentation within thirty (30) days after the end of the grant period of performance:

- (1) Updated ordinances following adoption; and
- (2) A completed municipal reporting template (provided in the Appendix).

At the end of the grant period of performance, any unspent funds must be returned to the Program. If a municipality chooses, they may use any remaining unspent funds for additional housing activities. See Section 2.2. A municipality must contact the Program prior to the end of the grant period of performance if the municipality is interested in using unspent funds for additional housing-related activities.

3.3 Public Records

Following announcement of an award decision, notes for all submissions will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.).

APPENDIX

INVOICE

Date	Invoice #

Municipality Name
Municipality Contact Name
Address
Phone
Email

Bill To
Maine Office of Community Affairs Attn: Housing Opportunity Program 127 State House Station Augusta, ME 04333-0127 housing.moca@maine.gov

Description	Amount
Housing Opportunity Program Municipal Ordinance Development Grant (HOP_MUN2026-2)	\$
Vendor Code:	
TOTAL	\$

Funding Code: 010 07E Z418 01 6331

Housing Opportunity Program: Municipal Ordinance Development Grants Reporting Template

Please fill out the following table detailing how grant funds were spent. The Housing Opportunity Program may require municipalities to submit additional documentation verifying the use of funds.

	Proposed Grant Funds	Actual Grant Expenditures
Staff Time		
Volunteer Time		
Legal Fees		
Public Notice Fees		
Consultant Fees		
Other (please specify)		
(Please add categories as needed)		
Total:		
*Difference between proposed and actual expenditures:		

***Any unspent or unused grant funds must be returned to the State of Maine.** Please make a check payable to “Treasurer State of Maine” for the unspent amount with “Housing Opportunity Program: return of funds” in the memo, and mail it to:

Maine Office of Community Affairs
 Attn: Housing Opportunity Program
 127 State House Station
 Augusta, Maine 04333

Housing Opportunity Program

Review of Draft Municipal Ordinance

The Housing Opportunity Program reviewed this municipality's draft land use ordinance as part of its Municipal Ordinance Development Grant. The Program's review is intended to provide recommendations to help the municipality align ordinances with the requirements of recent housing legislation. The Program's recommendations below are not legally binding. The Program encourages municipalities to reach out to legal counsel to ensure local ordinance complies with state statutes.

Municipality Name:

Draft Sent to Program on:

HOP Review Completed on:

Municipality Information:

- Does the municipality have zoning (in addition to shoreland zoning)? __Yes __No
- Does the municipality have one or more growth areas? __Yes __No
- Does the municipality have public water AND public sewer (or comparable systems)?
__Yes __No

LD 1829:

- Does ordinance include the additional height allowance in its affordable housing density bonus language? (30-A M.R.S. § 4364(2-A))
__Yes __No ___Not applicable (NA)
- Does ordinance include permitted use types, differentiating use types permitted based on specific areas/zones? (30-A M.R.S. §4364-A(1))
 - For lots within growth areas OR served by public water and public sewer __Yes __No ___NA
 - For lots outside growth areas, not served by public water and public sewer __Yes __No
- Does ordinance include lot size and density requirements, establishing different minimum lot size requirements and density requirements in areas/zones as outlined in 30-A M.R.S. §4364-A(2-A)?
 - For lots within growth areas served by public water and public sewer __Yes __No ___NA
 - For lots within growth areas not served by public water and public sewer __Yes __No ___NA

- For lots outside growth areas served by public water and public sewer ___Yes ___No ___NA
- For lots outside growth areas not served by public water and public sewer ___Yes ___No
- Does ordinance apply the same dimensional requirements to one unit as multiple units (up to 4)? (30-A M.R.S. §4364-A(3))
___Yes ___No
- Does ordinance generally exclude 4 or fewer units within one structure from planning board approval? (30-A M.R.S. §4364-A(5-A))
___Yes ___No
- Does ordinance allow accessory dwelling units (ADUs) on lots with single-family units and multi-unit structures? (30-A M.R.S. § 4364-B(1))
___Yes ___No
- Has language been removed from local ordinance requiring a lot owner to live in either the single-family home or ADU on a lot? (30-A M.R.S. § 4364-B(4))
___Yes ___No ___NA

Comments:

LD 997:

- Does ordinance permit residential uses in commercial zones? (30-A M.R.S. §4364-E)?
___Yes ___No ___NA

Comments:

LD 427:

- Does ordinance require one (or less) parking spaces per unit in designated growth areas? (30-A M.R.S. §4364-F)
___Yes ___No ___NA
- Does ordinance allow developers to satisfy parking requirements with off-site parking agreements (within and outside of growth areas)? (30-A M.R.S. §4364-F)
___Yes ___No

Comments: