PROGRAM STATEMENT

Funding Opportunity: HOP_MUN2026-3

Housing Opportunity Program (HOP) Municipal Ordinance Development Grants: Round 3

Issued by:

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

Issue Date:

Applications will be reviewed and funding will be awarded on a rolling basis starting on November 9, 2026. Grants will be awarded until program funds are exhausted. HOP estimates sufficient funding to support 30 applicants. If funds remain, applications will be accepted until February 28, 2027.

All communication regarding this Program Statement should be sent to:
housing.moca@maine.gov

TABLE OF CONTENTS

SECTION 1. BACKGROUND 1

1.1 Definitions 1

1.2 Eligibility 1

1.3 Grant Award 1

1.4 Cancellation Notice 1

1.5 Final Action On Grant Awards 1

1.6 Information Sharing 2

SECTION 2. GRANT PROGRAM DETAILS 2

2.1 Description 2

2.2 Eligible Uses of Funds 2

2.3 Cost-Share (or Match) 3

2.4 Grant Timeline 3

2.5 Application Guidelines and Required Format 3

2.6 Selection and Award Process 4

2.7 Proposal Deadline and Submission 4

SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS 5

3.1 Grant Period of Performance 5

3.2 Reporting Requirements 5

3.3 Public Records 6

APPENDIX 7

SECTION 1. BACKGROUND

The Housing Opportunity Program (HOP) 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 Cancellation Notice

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

1.5 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.

1.6 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 3 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 (PL 2025, Ch. 733)

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 November 9, 2026 (or the date of the award letter) 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 $32.99.

Expenses incurred prior to November 9, 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 starting November 9, 2026 until February 28, 2027, or until all allocated funds have been expended, whichever is sooner.

Municipalities must complete all application requirements to be awarded funding.

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_MUN2026-3 – 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 . It is the Applicant's responsibility to consult this summary.

SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS

3.1 Grant Period of Performance

The grant period of performance is November 9, 2026 (or the date of the award letter) 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 thirty (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_MUN2026-3) Vendor Code:	$
TOTAL	$

Funding Code: 010 07E Z418 01 6331

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 contact HOP if you need to return funds at housing.moca@maine.gov.

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 1829/2173:

- ☐ 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 two-unit or three-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: