State of Maine

Maine Coastal Program and Municipal Planning Assistance Program Fiscal Year 2026 Coastal Community Grant/Shore and Harbor Planning Grant Program Statement

Issued by: Maine Coastal Program and Municipal Planning Assistance Program

Applications are due on January 5, 2026, no later than 5:00 p.m. All applications must be submitted electronically to melissa.britsch@maine.gov

All communication regarding this Program Statement must be sent to Melissa Britsch, Marine Resource Management Coordinator at Maine Coastal Program, at melissa.britsch@maine.gov.

All questions must be submitted by email to melissa.britsch@maine.gov, by December 15, 2025, no later than 5:00 p.m. Responses to all questions will be compiled in writing and posted on the Maine Coastal Program and the Municipal Planning Assistance Program websites by 5:00 p.m. on December 22, 2025.









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SECTION 1. BACKGROUND

Created in 1978, Maine Coastal Program (MCP) is a federal, state, and local partnership under the Coastal Zone Management Act of 1972 and is one of 34 coastal programs nationwide. Maine's program works in partnership with other state agencies, municipalities, regional councils, and other organizations, with the Maine Office of Community Affairs (MOCA) serving as the lead agency. Maine Coastal Program partners with the Municipal Planning Assistance Program at MOCA to administer two grant programs, the Coastal Community Grant and the Shore and Harbor Planning Grant. Funding for these planning grants comes from the Maine Coastal Program's annual grant from the National Oceanic and Atmospheric Administration (NOAA). This program statement applies to both grants; applicants may submit more than one application if they have multiple eligible projects.

1.1 Eligibility

Eligible applicants include municipalities, unorganized townships, and Tribal Governments in Maine's Coastal Zone, as well as coastal Regional Councils. Coastal Regional Councils may submit applications on behalf of coastal municipalities, townships, or Tribal Governments. Projects that include partnerships are strongly encouraged and collaborative projects are eligible for a higher maximum award amount (See section 1.2). Municipalities and townships in Maine's coastal zone are listed in Appendix I and on the Coastal Program website. Coastal Regional Councils are defined as having some or all of their geography within the Maine coastal zone. Note, however, that funds from this grant program can only be used for projects in the coastal zone. Plans, designs, and other activities must focus on publicly owned properties and cannot be directed toward privately owned properties.

Municipal applicants are strongly encouraged to have a locally adopted <u>comprehensive plan</u> that is consistent with the Growth Management Law, or to be a member of the <u>Community Resilience Partnership</u>.

1.2 Grant Size and Duration

Maine Coastal Program and the Municipal Planning Assistance Program plan to allocate a total of approximately \$550,000 during this grant round. For single applicants, the maximum award is \$50,000 and the minimum award is \$5,000; applicants may submit more than one application if the projects fall into distinct priority categories. Groups of eligible applicants (e.g., two municipalities) may submit applications for collaborative projects with a maximum award amount of \$75,000. Grants are anticipated to be awarded in the first quarter of 2026, with an expected start date on or after February 23, 2026. Projects must be completed, and deliverables received by March 31, 2027.

1.3 Description

The FY26 grants will provide resources on a competitive basis for planning projects that fall into the following Priority Categories:

- Conduct an assessment of the long-term hazards and risks from changing ocean conditions, storm surge, and flooding either community-wide or at critical public infrastructure, such as at boat launches, lifeline roads, etc. Collaborative projects that address regional hazards are encouraged.
- 2. Design and create plans for resilient infrastructure either community-wide or at critical public facilities, such as at boat launches, lifeline roads, etc.
- 3. Conduct needs assessments for use of and access to public waterfront facilities, and develop harbor management plans, mooring plans, inventories of public water access points, or plans to improve access over time. Collaborative projects that address regional needs are encouraged.
- 4. Legal work to identify lost or contested public rights-of-way to coastal waters, such as beaches or intertidal mudflats
- 5. Identify hazard-prone locations to integrate land conservation and public access planning, guiding development away from sensitive areas. This could include low impact development, resilient land use planning, coastal resource conservation, and planning for nature-based projects like living shorelines to manage the impacts of increased precipitation and stormwater, as well as beach, dune, marsh or bluff erosion. Collaborative projects that address regional needs are encouraged.
- 6. Review and recommend changes to municipal land use laws or create plans to address current and future coastal hazards, including sunny day flooding, shoreline erosion, and coastal storms and storm surge. This could include conservation plans to reconnect floodplains, allowances for salt marsh migration, identification of living shoreline protection areas, completion of the Maine Flood Resilience Checklist, and updating zoning regulations to include higher freeboard requirements and other flood mitigation measures. Collaborative projects that address regional needs are encouraged.
- 7. Assess, plan, and implement projects to reduce water quality impacts from polluted runoff in Non-Point Source Priority Watersheds listed by the Maine Department of Environmental Protection as Impaired or Threatened Marine Waters or Impaired or Threatened Streams with emphasis on shellfish growing areas.

Successful applications must consider how current and future projected hazards and ocean conditions will affect project focus areas. Applicants should follow the planning recommendations identified in Maine Won't Wait plan (p. 25). Note that LD 2030, PL 2024 Ch 31 allows for piers, wharves, and docks to be raised four feet above base flood elevation using the Maine Department of Environmental Protection permit by rule process. See Appendix II for additional community hazard planning tools and resources.

Examples of past projects and "Lessons Learned" can be found on the MCP Example Projects, Maps, and Funding Summary <u>webpage</u> or MPAP's CCG Case Studies <u>webpage</u>.

1.4 Eligible Uses of Funds

Eligible uses of funds include project personnel and fringe, contractual expenses, supplies, minor equipment, travel, indirect, and "other" (such as rental fees for meetings). These funds <u>may not</u> be used for construction, computer equipment, permit fees, or to support ongoing staffing needs of the applicant organization.

Grant funds cannot be used for construction, but planning efforts must consider local ordinances and potential permit needs. If a town participates in the National Flood Insurance Program, all development in a Special Flood Hazard Area (SFHA) requires a permit under a municipal Floodplain Management Ordinance, including repairs being made after a flood event. It is the community's responsibility to make a determination whether or not a building has incurred Substantial Damage, which is damage equaling or exceeding 50% of the building value only (land is not included in the formula). The Federal Emergency Management Agency (FEMA) has developed a <u>Substantial Damage Estimator Tool</u> to assist in estimating substantial damage to structures caused by flood, wind, wildfire, seismic, and other events. FEMA has a <u>Substantial Improvement/Substantial Damage Desk Reference</u> that provides additional guidance for permitting and enforcing these requirements.

1.5 Match Requirements

A non-federal match equal to 10% of the total grant request is required. However, if the total costs of the proposed project exceed the total award requested, the applicant must show sources of funding (committed or applied for) to complete the project. The project match may include cash and/or the documented value of in-kind services. Match must be spent and in-kind activities must occur during the contracted grant period. Word done on the application or money spent before the official project start date cannot be counted as match. For more match requirements and information about valuing volunteer time, see section 3.4.

1.6 Cancellation Notice

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

1.7 Final Action

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 Title 5 MRS §§11001-11008 within 30 days of the agency decision.

1.8 Information Sharing

Maine Coastal Program and the Municipal Planning Assistance Program may share enrollment materials, grant applications, and related community information with other state agencies and contracted entities for program evaluation and to improve awareness of community needs, priorities, and opportunities to provide assistance.

SECTION 2. GRANT PROGRAM DETAILS

2.1 Application Guidelines and Required Format

Applications are due on **January 5, 2026.** Applications exceeding ten pages in length, exclusive of the appendix, will not be accepted. See <u>Section E</u> below for guidance on the application appendix.

Applications should include the following sections and information:

A. Applicant details:

Applicant Information:

Priority Category:		
Grant request amount:	\$	
Total project cost:	\$	
Applicant Name:		
(municipality,		
township, tribal		
government, or		
regional council)		
Physical Address:	City, Zip:	
Contact Name:	Title:	
Phone:	Email:	

Project Partner(s) (copy and paste for each additional Project Partner):

	 	,
Partner Name:		
Partner Project Role:		
Physical Address:	City, Zip:	
Contact Name:	Title:	
Phone:	Email:	

B. Project Description

Project Title:	
Project	
Location*:	
Project Dates**:	

1. Project Need: Explain the need for the project, how it builds on any previous efforts (including past funding under this grant program), and how it fits with municipal, tribal, and/or regional goals. Identify the type and range of public support for the proposed project. Describe how the proposed project fills a gap in other funding

^{*} A map clearly identifying the project area must be included as an appendix.

^{**}Funding is anticipated to be available in March 2026, and projects must be completed by March 31, 2027.

assistance you may have applied for or received. (Photos may be included as an Appendix.)

- **2. Project Description:** Describe the proposed project. The description should identify how the grant funds will be used to meet one or more of the <u>Priority Categories</u>.
- **3. Project goals, outcomes, and deliverables:** Identify the goals, proposed outcomes, and deliverables from this project, including how the deliverables will be used, how the project will be implemented, and how the proposed project will benefit the community and/or region. Describe how the grant funds will help achieve desired resilience improvements.
- **4. Hazard mitigation considerations:** Discuss how the proposed project relates to the effective Flood Insurance Rate Map, as well as projected sea levels, storm surge, and flooding for the project location using information from the Maine Geological Survey Coastal Hazards website.. Appendix II of this Program Statement lists resources that will be helpful to applicants in planning for coastal hazards.
- **5. Past projects:** If applicable, applicants must provide information about previously received Coastal Community Grant/Shore and Harbor Planning Grant from the last five years, including the grant amount, deliverables, whether the projects met the proposed timeline and outcomes, and subsequent steps for the funded project. Applicants that did not meet the requirements of their previous grant may not be eligible for an additional grant.

C. Project Tasks and Schedule

Provide a schedule listing specific project tasks by number and in sequence, including what will be done, by whom, and when each task will be completed. Applicants must ensure that the project team has the capacity to complete the project. Include public engagement as a specific task at appropriate points in the project work plan. Please account for the time needed to develop a final report and a short case study at the conclusion of the project to share achievements and relevant lessons learned for other coastal municipalities. The project must be completed by March 31st, 2027.

The review team recognizes that an application may be part of a larger project or a phase of a multi-year effort. In such instances, the application should provide a description of:

- The expected overall project result
- How the portion of the project funded by the Coastal Community Grant/Shore and Harbor Planning Grant fits into the overall project
- What the Coastal Community Grant/Shore and Harbor Planning Grant will specifically address
- Funds needed to complete the project and a description of funds already committed or applied for

The projected timeline for funding or fully implementing the overall project

D. Project Budget

Include a detailed budget for the requested funds using the budget tables below. If this funding is part of a larger package of funding needed to complete the project, please indicate the source(s) of the remaining funds and their status (e.g., "requested," "in hand," etc.). Please provide realistic budgets based on estimates provided by consultants or through research of the costs of similar projects; please explain how the budget was created. Please budget for the creation of a final report and the development of a short case study at the conclusion of the project (as noted in C above).

Table 1: Budget Estimates by Task

Task	Task		Task To Be Completed By	Fund Source		Total Cost
Number	Description	Deliverables		Grant	Additional funds	Total Cost by Task
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Final task	Case study	Short summary of project and lessons learned using provided template	Applicant or contractor	\$	\$	\$
TOTAL PROJECT COST		\$	\$	\$		

Table 2: Budget Estimates by Cost Category

Note: Grant funds cannot be used to support the ongoing staff needs of the applicant organization(s).

Cost Category	MCP Grant	Additional Funds	Total Cost
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Indirect			
Totals			

Note: If indirect expenses are requested, please include an explanation of how your rate is calculated and applied in the application appendix.

Table 3. Sources and Types of Match

Source of Match	Cash	In-Kind	Total
			\$ -
			\$ -
			\$ -
			\$ -
TOTALS	\$ -	\$ -	\$ -

Budget reminder:

Grant funds CANNOT be used for construction, purchase of computer equipment, permit fees, or to support the ongoing staff needs of the applicant organization(s).

E. Appendix

The appendix must include:

- 1. Resumes of key project and administrative staff, consultants, and partners
 - a. If a consultant will be hired after the grant is awarded, their resume may be submitted after the contract is finalized. Resumes for project managers and administrative staff must be submitted with the application.
- 2. Letters of support from all project partners
- 3. Pertinent maps or other essential (brief) supporting documents
- 4. If indirect is requested, an explanation of indirect rate calculation and how it is applied.

2.2 Selection and Award Process

Applications will be evaluated by a team of qualified reviewers who will judge the merits of the application based on the following criteria:

- Cost-effectiveness (25 points)
- Scope of work (75 points total):
 - Project description, need, and evidence that the proposed project will make measurable improvements in coastal community resilience (30 points)
 - Quality of application, project feasibility, and readiness (20 points)
 - Applicant and subcontractor qualifications and capacity and past performance with Maine Coastal Program and Municipal Planning Assistance Program grants (15 points)
 - Consistency with and contribution to local and regional efforts and priorities (10 points)
- Demonstration of collaborative project between two or more municipalities, unorganized townships, or tribal government (5 bonus points)
- Having a locally adopted comprehensive plan or being a member of the Community Resilience Partnership (3 bonus points)

Notice of an award or non-award is expected to be sent in late January 2026, and awards will be finalized in the first quarter of 2026. Note that no expenses will be reimbursed prior to the date that the contract is signed by both the successful grant recipient and the State of Maine.

2.3 Application Deadline and Submission

All questions must be submitted by email to melissa.britsch@maine.gov by **December 15, 2025**, no later than 5:00 p.m. Please include in the subject line <a href="mailto:" (**CCG/SHG – Questions."/" Responses to all questions will be compiled in writing and posted on the Municipal Planning Assistance Program and Maine Coastal Program websites by 5:00 p.m. on December 22, 2025. Only those answers issued in writing on these websites will be considered binding.

Applications are due by 5:00 p.m. on **January 5, 2026**. <u>Electronic submittals are required</u>. Applications emailed after 5:00 p.m. will not be accepted. Neither the Municipal Planning Assistance Program nor the Maine Coastal Program assumes any liability for assuring accurate, complete, or on-time email transmission and receipt.

Electronic submittals should be sent to melissa.britsch@maine.gov with 'CCG/SHG Application – [Municipality/Organization Name]' in the subject line. Please note that the State email firewall may block the transmission of large files. MCP/MPAP will confirm receipt of applications by 5:00 pm on January 5.

Emails containing links to file-sharing sites or online file repositories will not be accepted, nor will encrypted emails, which require opening attachments and logging into a proprietary system. Please check with your organization's Information Technology team to ensure that your security settings will not encrypt your application submission.

SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS

3.1 Grant Agreement

Grant recipients must enter into a written Grant Agreement in the form of a standard State of Maine contract, a template of which (Service Contract (SC)) is available for viewing on the State of Maine's <u>Division of Procurement Services' Forms</u> website. For projects that require the Grantee to contract with other parties, the Grantee shall provide a copy of the contractual agreement to MCP prior to processing a payment request.

3.2 Pre-Award Costs

The State of Maine is not liable for any costs incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. Maine Coastal Program and Municipal Planning Assistance Program cannot authorize any payments for work completed prior to the effective date of a fully executed grant contract.

3.3 Reporting & Invoice Requirements

Semi-annual progress reports and a final report are required. Reports must include a description, by task, of progress made to date, deliverables completed during the reporting period and delays

in schedule. The final report must include all remaining deliverables according to the executed contract. Grant funds will be paid as reimbursements for work completed, and a minimum of 10% of the total award may be held until the final deliverables are received. Invoices must be submitted at least once per quarter after the project starts (quarters: 1/1–3/31; 4/1–6/30; 7/1–9/30; 10/1–12/31).

3.4 Non-Federal Match

Grantees are required to document non-federal matching funds or services contributed to the project. Non-federal match contributions may include cash and/or in-kind contributions. "In-kind match" is the value of a non-cash contribution to meet a grantee's cost sharing requirements. An in-kind contribution may consist of the value of goods or services, property, and equipment directly benefitting the MCP-funded project. Services can include volunteer hours and pro-bono hours contributed by consultants.

A. Requirements.

Non-federal match contributions must be:

- Related directly to tasks in the project work plan
- Reasonably valued for the work performed and work products produced
- Conducted during the effective dates of the grant contract
- Supported by appropriate documentation
- From non-federal sources. Personnel, projects, or services paid with federal funds do not qualify as non-federal match.

B. Valuation of In-Kind Contributions

- In-kind match cannot include hours worked/volunteered by state or federally funded employees.
- Personnel time for professional services provided free of charge by a project partner organization will be valued at the employee's regular rate of pay, exclusive of the employee's fringe benefits and overhead costs.
- Donated supplies, equipment, or space in a building must be valued at the market value of the supplies or market rental rate of the equipment or space at the time of donation.
- Volunteer work donated to the project by individuals must be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. For example, when documenting donated professional services as match, use the amount you would pay the person to do the job for which they are volunteering. If the grantee organization does not have employees performing similar work, the value of donated personnel time must be consistent with those ordinarily paid by other employers for similar work in the area. Maine occupational wage estimates provided by the Bureau of Labor Statistics, U.S. Department of Labor are available at: US Bureau of Labor Statistics Occupational Employment and Wage Statistics.

 Community participation refers to community members attending meetings, workshops, and events organized by the grantee for work performed under this grant. MCP will accept the most recent volunteer rate applicable to Maine from the website of <u>Independent Sector at Value of Volunteer Time</u> (in Maine at the time of publication: \$32.13/hour).

3.5 Travel/Mileage Rate

The vehicle mileage reimbursement rate is the current rate used by the State of Maine. At the time of issuance of this program statement, that rate is \$0.56 per mile. Please confirm the mileage rate at this website: Mileage & Other Info | Office of the State Controller (maine.gov).

3.6 Acknowledgement of Funding

The title page of all reports, studies, or other documents such as brochures or posters supported in whole or in part by the grant award needs to acknowledge the financial assistance provided by NOAA and Maine Coastal Program or the Municipal Planning Assistance Program. Presentation materials such as Power Point presentations, maps, meeting agendas, event placards, and interpretive signage are to acknowledge funding at a minimum by incorporating the programs' logos into their design. Logos and detailed requirements for acknowledgement of funding are included in the grant contract agreement.

APPENDIX I: Maine's Coastal Zone

Addison Farmingdale **Portland** Alna Frankfort **Prospect** Franklin Randolph Arrowsic Arundel Freeport Richmond Augusta Frenchboro Robbinston Friendship Bangor Rockland **Bar Harbor** Gardiner Rockport Bath Georgetown **Roque Bluffs**

Beals Gouldsboro Saco **Belfast** Hallowell Saint George Biddeford Hampden Scarborough Blue Hill Hancock Searsport **Boothbay** Harpswell Sedgwick **Boothbay Harbor** Harrington Sorrento Bowdoinham Isle au Haut South Berwick **Bradley** Islesboro South Bristol Bremen Jonesboro South Portland Brewer Jonesport South Thomaston Southport Bristol Kennebunk

Brooklin Kennebunkport Southwest Harbor

Brooksville Kittery Steuben

Brunswick Lamoine Stockton Springs **Bucksport** Lincolnville Stonington Calais Long Island Sullivan Camden Lubec Surry Cape Elizabeth Machias Swans Island T7 SD BPP Castine Machiasport Marshfield Thomaston Chebeague Island

ChelseaMatinicus Isle PlantationTopshamCherryfieldMilbridgeTremontColumbiaMonhegan Island PlantationTrenton

Columbia Falls Mount Desert Trescott Township

Cranberry Isles Muscle Ridge Township Veazie

Verona Island Criehaven Township Newcastle Cumberland Nobleboro Vinalhaven Cushing North Haven Waldoboro Cutler Northport Warren Damariscotta Wells Ogunquit Deer Isle Old Orchard Beach West Bath Dennysville Orland Westport Island Whiting Dresden Orono

Dresden Orono Whiting
East Machias Orrington Winter Harbor
Eastport Owls Head Winterport
Eddington Pembroke Wiscasset
Edgecomb Penobscot Woolwich
Edmunds Township Perkins Township, Swan Island Yarmouth

Eliot Perry York
Ellsworth Phippsburg
Falmouth Pittston

APPENDIX II: Resources for Coastal Planning

Municipal Hazards Adaptation Series The **Municipal Planning Assistance Program** (MPAP) at the Department of Agriculture, Conservation and Forestry and Maine's **Regional Planning Organizations** collaborated on these documents explaining how to identify threats to community resources, and how to respond to those threats by integrating adaptation measures into existing local policies, practices and ordinances. Along with an overview document, the series addresses nine different areas of municipal responsibility: Transportation, Stream Crossings, Wastewater, Drinking Water, Storm Water, Comprehensive Planning, Shoreland Zoning, Site Plan Review and Subdivision Review. The Guidance series and other hazards-related planning resources can be found at the website.

Beginning with Habitat

This Department of Inland Fisheries & Wildlife (IF&W) website provides habitat maps to Maine municipalities to help guide conservation efforts. These maps include maps information about aquatic and shoreline habitats.

Maine Flood Resilience Checklist

This simple and practical self-assessment tool can help communities evaluate how well-positioned they are to prepare for, respond to, and recover from flooding events. It provides a framework for examining flood risk, assessing hazards to the natural, built, and social environments, and identifying ways to enhance resilience.

Natural Hazards and Land Use Planning for Maine Communities

This recorded webinar series addressed the intersection of community land use and natural hazard planning, covering topics like comprehensive planning, infrastructure upgrades, and model ordinances. The webinars provide examples and tools to help communities act to minimize the impact of natural hazards and increase community resilience.

Coastal Hazards Webpage

This Maine Geological Survey (MGS) webpage provides several different datasets to support completion of the Flood Resilience Checklist and general coastal resiliency planning, including:

- a. Beach Mapping Shoreline Change mapping of shoreline changes and beach features along the majority of southern Maine's beaches
- b. Highest Astronomical Tide Line –
 mapping of the extent and values of
 the HAT in support of Maine's
 Shoreland Zoning
- Sea Level Rise/Storm Surge mapping of the potential inundation associated with a variety of future sea level rise or storm surge scenarios
- d. Sea Lake and Overland Surges from Hurricanes - mapping of the potential inland inundation from landfalling hurricanes

For additional sea level rise information, see the Maine Geological Survey <u>Spatial Data</u> <u>website</u>

Maine Community Resilience Workbook

This how-to-guide is a comprehensive tool for communities to plan for and address anticipated local hazards and changing conditions.

Multi-town Infrastructure Planning Webpage

Maine Coastal Program (MCP) led this project to analyze the resilience of working waterfront infrastructure in the Penobscot Bay region and estimate potential costs for repairs and upgrades.

Living Shorelines Webpage

An **MGS** webpage with resources related to Living Shorelines in Maine.

Tidal Marshes and Marsh Migration

The Maine Natural Areas Program (MNAP) webpage provides currently-available data related to tidal marshes, tidal marsh migration, and undeveloped blocks at various sea levels scenarios.

Coastwise

This **MCP-led** project provides guidance for restoring tidal restrictions.

Maine Stream Habitat Viewer

This viewer provides information about non-tidal stream crossings and barriers that could affect fish passage.

Tidal Restrictions Atlas

This **MCP-led** viewer shows road restrictions in tidal areas and areas likely to become tidal at various water heights.

Floodplain Mapping Resources

The Maine Floodplain Management Program webpage provides online floodplain maps as well as a wealth of supporting information on state and Federal flood mapping about the National Flood Insurance Program.

Maine Coastal Resilience

These Nature Conservancy (TNC)-led web mapping tools were developed in partnership with MGS and the MNAP at the Department of Agriculture, Conservation and Forestry. The tools help identify conservation opportunities in three areas:

- The Future Habitat Explorer predicts tidal marsh expansion with rising seas, informing coastal protection decisions.
- b. The Aquatic Barrier Prioritization tool helps identify fish-passage restoration projects in the Penobscot River basin.
- c. The Coastal Risk Explorer helps communities plan for future conditions by identifying roads that may be flooded and inaccessible in an emergency.

Maine Department of Environmental Protection

Maine Hazards Hub

Maine Adaptation Toolkit