

PROGRAM STATEMENT

Funding Opportunity HOPSPG2026-7

Housing Opportunity Program Service Provider Grant

Issued by:

Maine Office of Community Affairs
Housing Opportunity Program
Marquardt Building, 3rd Floor,
32 Blossom Lane
Augusta, ME 04330

Issue Date: August 4, 2026

PROPOSAL DUE DATE: August 28, 2026, at 11:59 P.M.

All communication regarding this Program Statement should be sent to
Hilary Gove, Director, Housing Opportunity Program, hilary.gove@maine.gov

Informational webinar: August 11, 2026; 11:00 A.M.

Zoom Registration Link: <https://mainestate.zoom.us/j/83351348900>

A recording will be posted at: www.maine.gov/moca/programs/housing-opportunity-program/financial-assistance

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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 service providers for grants to fund housing planning and implementation services to municipalities.

1.1 Definitions

MOCA	Maine Office of Community Affairs
State	State of Maine
Service Provider Grant	Grants to a service provider to assist municipalities in Maine with community housing planning and implementation projects.
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

In order to be considered for Grant funding under this application process, Applicants must meet the following requirement:

Eligible service provider organizations include regional councils, county governments, non-profit organizations, academic institutions and cooperative extension programs, and for-profit enterprises. Municipalities are also eligible to apply for Service Provider Grants and will need to demonstrate experience and capacity to serve other municipalities (see Section 2.5, subsection B.).

1.3 Grant Size and Duration

The Program plans to allocate between \$750,000 and \$1 million for Service Provider Grant awards during this grant round depending on funds remaining after the close of the current municipal grant opportunity. The Program may award all, part, or none of this allocation at its discretion.

The minimum award amount that may be requested by any applicant is \$50,000. Each applicant may submit only one application.

1.4 Future Grant Rounds

The next grant round is anticipated in 2027, subject to change with availability of funding.

1.5 Cancellation Notice

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

1.6 Appeal of Contract Awards

Any person aggrieved by the award decision that results from this Program Statement may appeal the decision to the Director of the Maine Office of Community Affairs in the manner prescribed in 08-000 Code of Maine Rules, Chapter 1 ([found here](#)). The appeal must be in writing via electronic mail and sent to the Director (Samantha.Horn@maine.gov) within 15 calendar days from the date of the award decision.

1.7 Contact Information

Questions about this Program Statement should be sent via email to hilary.gove@maine.gov.

SECTION 2. GRANT PROGRAM DETAILS

2.1 Description

The Maine Office of Community Affairs (MOCA) is seeking applications for Service Provider Grants as defined in this Program Statement. These grants are intended to provide housing planning and implementation services to municipalities to increase housing opportunities.

Once the Service Provider Grant is awarded, the grantee will initiate program activities in accordance with the approved work plan and timeline. All funded Service Providers will be required to provide quarterly updates and project deliverables.

2.2 Eligible Uses of Funds

Reasonable project-related expenses may include personnel costs, contractual expenses, supplies, travel, indirect costs, attendance at conferences that relate to project(s), and venue rental fees for meetings. These funds may not be used for construction, computer equipment, permit fees, or to support unrelated staffing needs of the applicant organization.

2.3 Cost-Share (or Match)

For all Service Provider Grants, a 15% cost share (“match”) is required of the Applicant. In-kind match is permitted. In-kind match is the value of equipment, goods, or services contributed to the grant that would have been eligible costs. Costs incurred prior to the grant award period are not eligible as match.

2.4 Access and Engagement

Applicants should include robust community engagement to increase participation of underrepresented populations in their community workshops and public meetings (for example, planning processes that include underrepresented and at-risk community voices and partnerships with community-based organizations).

Service Provider awardees are expected to design and implement engagement approaches that are

inclusive, accessible, and responsive to community needs, and that meaningfully support participation by underrepresented and at-risk populations throughout workshops, public meetings, and assessment activities.

2.5 Application Guidelines and Required Format

A complete and scoreable application for funding will include the following components:

A. General Information, Eligibility, and Application Information

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

- Application Cover Page
- General Information and Service Provider Eligibility

B. Capacity, Expertise, and Previous Experience

Applicants must demonstrate expertise and experience across housing, land use planning, and working with municipalities.

All Applicants are strongly encouraged to consider partnerships or subcontractors that fill gaps in in-house expertise and experience in these areas.

C. Scope of Work

Applicants must provide a scope of work that identifies and describes the tasks necessary to achieve the Programs' desired outcomes stated in section 2.1 above. This scope of work must include a description of proposed projects, the applicant's approach to community access and engagement, and a timeline for completion of all proposed projects as described in detail below.

Eligible projects. The eligible projects for this grant are limited to the following:

i. Community Education:

- Lead community engagement and educational programming for municipalities, developers, and community members to facilitate discussions about housing development in communities and regions
- Create and distribute housing guidance materials to assist municipalities and regions with land use planning, data collection and analysis, and affordable housing development

ii. Municipal Planning and Policy:

- Update municipal comprehensive plans to identify housing and land use priorities
- Create municipal or regional housing needs assessments
- Provide municipal mapping or other spatial analysis tools to visualize zoning ordinances, housing needs, or water and sewer infrastructure by regions or municipalities
- Review municipal land use ordinances and policies to identify barriers to housing production and to make recommendations for changes to increase housing, including manufactured housing and manufactured housing communities
- Develop local ordinances and policies that support administrative permitting where housing proposals meet all local zoning and land use requirements
- Support the development of form-based codes in municipalities and regions to increase

housing opportunities

- Develop or update housing and community development master plans
- Develop short-term rental regulations
- Develop new incentive programs for affordable housing development
- Establish new programs to enable and promote the reuse of vacant or underutilized properties

iii. Pre-Development:

- Assess feasibility of potential housing sites
- Assess water and sewer expansion or improvements needed in designated growth areas to accommodate new housing.

iv. Regional Collaboration

- Coordination among regional municipalities and regional service providers to develop best practices and coordinated work products.

Approach to community access and engagement - Applicants must describe specific, actionable steps to increase access for community stakeholders to participate in community housing discussions, including underrepresented populations and community members.

Project Timeline – Applicants must describe a timeline for completing grant deliverables. Notice of Service Provider Grant award or non-award is expected approximately one month following the close of each award period, and awards will be finalized shortly thereafter.

D. Budget Proposal & Cost Share

This grant period of performance is expected to be completed within 12 months.

Applicants must provide a Budget Narrative and Budget Worksheet detailing the cost of the project. The Budget Worksheet (sample provided in Table 1) should list the costs for each task within the scope of work. The Budget Narrative should describe how the costs for each task were determined.

The minimum award amount that may be requested by any applicant is \$50,000.

For all Service Provider Grants, a 15% cost share (“match”) is required of the Applicant. In-kind match is permitted. In-kind match is the value of equipment, goods, or services contributed to the grant that would have been eligible costs.

Costs incurred prior to the grant award period are not eligible to be included in the budget nor as match.

Table 1: Sample Budget Worksheet

Budget Worksheet			
A 15% cost share is required of the Applicant. In-kind match is permitted. See Section 2.3 of the Program Statement for more information.			
Project Task	Funds Requested	Cost Share and Other Funds	Total Project Budget
Task 1			
Task 2			
Task 3			
Task 4			
(insert lines for additional tasks, as necessary)			
Total (minimum amount is \$50,000 per applicant for all listed projects)			

2.6 Selection and Award Process

An evaluation team will judge the merits of the proposals received in accordance with the criteria below:

Scoring Criteria	Total Points Available
Criteria 1: General Information	Pass/Fail
Criteria 2: Capacity, Expertise, and Previous Experience	35 points
Criteria 3: Scope of Work	40 points
Criteria 4: Budget Proposal	25 points
Total Points	100 points

For applications that meet the eligibility requirements in Criteria 1, the evaluation team will use a consensus approach to evaluate and score the remaining Criteria sections shown above.

2.7 Proposal Deadline and Submission

A. 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>.

Directions 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 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 hilary.gove@maine.gov. Please include in the subject line “HOPSPG2026-7– 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 website](#) on a rolling basis. It is the applicant’s responsibility to consult this summary.

C. Informational Meeting

MOCA will host a virtual Informational Meeting about the Program Statement. See the Program Statement cover page for the date, time, and web link for the meeting.

The purpose of the Informational Meeting is to answer and/or field questions, clarify aspects of the Program Statement requirements, and provide supplemental information to assist potential Applicants in applying. Although attendance at the Informational Meeting is not mandatory, it is strongly encouraged that interested Applicants attend.

The meeting will be recorded and posted to the [Housing Opportunity Program website](#).

SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS

3.1 Grant Agreement

Grant recipients must enter into a written contract with the State of Maine.

3.2 Pre-Award Costs

The Program is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the effective date in the contract. The Program will not authorize any payments for work completed prior to the effective date of a fully executed Grant Agreement.

3.3 Requirements

Quarterly progress reports and a final report are required. Quarterly reports are due 15 days after the close of the preceding quarter. A final report is due 30 days after the end of the grant period.

3.4 Public Records

Following announcement of an award decision, scoring and review 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).