



Maine Forest Service Invasive Plant Management Program

Landowner Instructions – Invasive Plant Control Practice Plans

Contact a Forester or Other Natural Resource Professional from the [List of eligible plan preparers](#) about preparing an Invasive Plants Control Practice Plan for your property. The terms and arrangements for preparing the plan are strictly between you and the preparer.

Complete, sign, and submit a Maine Forest Service Invasive Plant Control Practice Plan (IPCPP) [Application Form](#) to the Maine Forest Service (MFS) by August 14th, 2023. If approved, you and your plan preparer will receive a copy of the ‘Approval Letter.’ Please make sure your plan preparer does not start working on the IPCPP before receiving an, ‘Approval Letter’ from the Maine Forest Service. The ‘Approval Letters’ are sent electronically to the e- mail address provided on the ‘Application,’ and to the e-mail that the preparer has listed with MFS. The deadline for completing the IPCPP will be October 23rd. Extensions may be granted on a case-by-case basis. Contact the Maine Forest Service for more information.

When filling out the IPCPP Application form, please provide the total parcel acreage, the estimated wooded acreage, and the estimated acreage to be surveyed. Eligible acres to be surveyed include the forested land and adjacent areas (old fields, field edges, etc.) infested with invasive plants.

Once you have received the completed IPCPP from the plan preparer, please:

1. Read the Plan
 - a. Do you understand it? If not, ask for clarification.
 - b. Does it accurately state your objectives with regards to invasive plant control?
 - c. Do the recommendations for treatment meet your goals and needs?
2. Pay the plan preparer.
3. Provide the preparer with all the paperwork needed to submit your claim for reimbursement, as follows:
 - a. A completed [Claim for Payment form](#). Make sure you sign it and include your correct address. **IF YOU USE A DIFFERENT ADDRESS OR PAYEE NAME FROM THE ORIGINAL APPLICATION, YOU WILL HAVE TO FILL OUT AND SEND IN A VENDOR AUTHORIZATION FORM.**
 - b. [Proof of Payment](#). This may be copy of the cancelled check(s), or other acceptable written documentation. Your plan preparer can supply an [Affidavit](#) for you to sign that will be acceptable in lieu of Proof of Payment. *See page 2 for more details.*

Make sure you keep a copy of all documents/records for your files. **If you use the Affidavit, you must be able to produce a cancelled check(s) or appropriate bank documents upon request from the Maine Forest Service.**

1. Your plan preparer will supply the remaining information:
 - a. A copy of the preparer's bill or invoice marked "paid" and **initialed or signed** by the preparer.
 - b. A copy of the Invasive Plant Control Practice Plan for review by the Maine Forest Service.
 - c. If you use the Affidavit in lieu of Proof of Payment, your plan preparer **must fill in and sign** their portion of the form in the spaces provided.
2. Your plan preparer will submit all the required information to your local Maine Forest Service District Forester. Upon determining that the Plan meets the applicable Program standards and specifications, the District Forester will approve the Claim for Payment.
3. Once the Claim for Payment is approved by the Maine Forest Service District Forester, the paperwork travels through the State of Maine accounting system. It may take approximately 6-8 weeks from the time the plan is submitted for you to receive your payment.

Proof of Payment for Invasive Plant Control Practice Plans

Proof of payment for reimbursement incentives for all types of Plans under Maine Forest Service programs consists of:

- a copy of the **cancelled check (both sides)**, or
- a similar written record generated by the bank that clearly shows that funds in a given amount have been transferred.

An Affidavit may be submitted in lieu of the above documents if they are not readily obtainable. **Check number(s) are required information.** If this Affidavit is submitted, landowner must be able to show actual proof of payment upon request from the Maine Forest Service.

If payment is made in a form other than a check, a notarized statement signed by the plan preparer asserting that payment has been received, and identifying the type and dollar value of payment, may substitute as proof of payment.

In all cases, MFS reserves the right to request additional documentation.

Note: A copy of the original bill(s) or invoice(s), marked "paid" and initialed by the plan preparer, is still required in addition to the above forms of proof.

Questions? Please call the Maine Forest Service Landowner Outreach Forester at (207) 441-2895.



Invasive Plant Management Program

Invasive Plant Control Practice Plan Application

Application Deadline August 14th, 2023

Invasive Plant Control Practice Planning is made possible in part by the USDA Forest Service's Landscape Scale Restoration Program

Return to: WoodsWISE, Maine Forest Service, 22 State House Station, Augusta, ME 04333;
forestinfo@maine.gov

Landowner Name: _____

Landowner's Social Security or Tax ID #: _____

Co-owner or legal representative: _____

Mailing address: _____

(street address, city, state, zip)

Telephone number(s): _____

E-mail address: _____

{e-mail is used to expedite Approval & other WoodsWISE communications}

Property:

Town: _____

Nearest Public Road: _____

Map and Lot: _____

County: _____

Estimated total parcel acres: _____

Total wooded acres: _____

Est. acres to be surveyed: _____

(see instructions for how to estimate)

Total wooded acres owned in Maine: _____

Ownership type:

<input type="checkbox"/> individual	<input type="checkbox"/> joint
<input type="checkbox"/> nonprofit	<input type="checkbox"/> educational institution
<input type="checkbox"/> company/business (without publicly traded stock)	<input type="checkbox"/> municipal or quasi-municipal (e.g. utility district)
<input type="checkbox"/> other: _____	

Forester or Other Resource Professional who has agreed to prepare the IPCPP (must be on the list of eligible Plan Preparers—see instructions):

Name: _____ **Forester License # (if applicable)** _____

I give permission for my Plan Preparer and DACF Project staff to map and display locations of invasive plants on my land using the online mapping tool, iMapInvasives. Landowner contact information will be kept confidential, per 12 M.R.S. §8005(1). Please call MFS if you need assistance: (207) 287-4987 or (207) 441-2895.

I certify that the above information is consistent with property deeds and is accurate to the best of my knowledge. I agree to maintain the wooded acres covered in the IPCPP as forest land for a minimum of five years from the time of program application. I agree to meet program requirements. I pledge to conserve, nurture, enhance, and protect the forested resources of my land and I will strive to provide a high level of stewardship for all my natural resources.

Under penalties of perjury, I certify that: 1) The number shown on this form is my correct taxpayer identification number, and 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3) I am a U. S. citizen or other U. S. person (defined by the IRS). Ref: www.irs.gov

Landowner signature(s) _____ Date _____

Questions? Please call Jan Santerre, jan.santerre@maine.gov (207) 287- 4987 or Allyssa Gregory, allyssa.gregory@maine.gov (207) 441-2895.