



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.

Please first complete and certify the online Maine Forest Service Invasive Plant Control Practice Plan (IPCPP) [Application Form](#) and submit to the Maine Forest Service (MFS). Secondly, complete the State of Maine [Vendor Form](#) (Instructions [here](#)) and submit to MFSInvasivePlantGrants.DACF@Maine.gov. 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. 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. Field work for the Plan must be completed by October 12, 2024. The deadline for completing the IPCPP will be December 31, 2024. 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 NEW 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 AND the Program Manager. 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 at (207) 287-2791 or email at forestinfo@maine.gov.