

Invasive Plants Academy Application

- Who: Licensed Foresters and other Natural Resource Professionals
- What: A multi-day training session on invasive plant ID; using iMapInvasives program; preparing Invasive Plant Control Practice Plans; helping clients participate in the new Maine Forest Service Invasive Plant Management Program.
- Where: A combination of live online trainings, plus live field site visits around the state.
- When: May 19, 20 & 25, 2021 ~3 full days time + 1/2 day's homework between 5/20 and 5/25
- Why: Woodland landowners need professionals to survey their woodlands, map invasive plant species, and give guidance on how to address them. This training will help you offer this service to clients, potentially including implementation of treatment practices on the ground.

Questions about the IPA? Please contact Nancy Olmstead, Maine Natural Areas Program: 207 287-8046, or nancy.olmstead@maine.gov (<mailto:nancy.olmstead@maine.gov>).

* Required

1. Name *

2. Organization, company or business name (optional)

3. Email address *

4. Phone number *

5. Mailing address *

6. Business website (optional)

7. How do you describe yourself as a natural resource professional (select all that apply)? *

Maine licensed forester

Maine licensed arborist

Certified wildlife biologist

Landscape professional

Soil & Water Conservation District staff

Logger/harvester. Please add any certifications (CLP, MLC) in the "other" box below.

Licensed Maine Commercial Herbicide Applicator. Please add license categories in "other" box below.

Other

8. How many clients do you work with in an average year? *

9. Describe the client land base you work with – what kinds of properties do your clients own/manage? Check all that apply. *

Family Woodlands (</= 1000 total wooded acres)

Town forests

Land trust property

Farms

Residential property

Other

10. What counties do you work in? (Check all that apply) *

Androscoggin

Aroostook

Cumberland

Franklin

Hancock

Kennebec

Knox

Lincoln

Oxford

Penobscot

Piscataquis

Sagadahoc

Somerset

Waldo

Washington

York

11. What is the average total acreage of woodland property for which you provide professional services in a given year? (Ballpark estimates ok) *

12. Please list the terrestrial invasive plant species you are confident about identifying, from spring to fall. Please be honest, we will provide training on this at the IPA. Knowing where people start will help us prepare the best training. If you don't feel confident to identify any invasive plants, you can write "need training." *

13. Please list any formal or informal training you have in plant identification, for example, dendrology or botany class in college, Maine Master Naturalist training, attendance at one or more invasive plant identification workshops, etc. *


14. Please describe any experience you have in advising clients on how to manage terrestrial invasive plants. *

15. If you are selected to participate in the program, how many Invasive Plant Control Practice Plans do you think you would prepare in 2021 and 2022 (both years combined)? What is your cautiously optimistic best guess? *

16. Why do you want to attend the IPA? *

17. Anything else you would like to tell us? (optional)

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

Appendix 1b

Draft Agenda for the IPA

5/19 Day 1	Timing	5/20 Day 2	Timing	Between Days 2 & 3	est. length	5/25 Day 3	Timing
Welcome, Inv plant ID & ecology part 1	8-9am	Q & A from Field site 1 and other Q&A	8-8:30am	Enter data to iMap	1 hr	Herbicide boot camp	8-9:30am
iMap boot camp part 1	9-9:45	Inv plant ID & ecology part 2	8:30-9:30	Make maps	1	<i>Break</i>	9:30-9:45
<i>Break</i>	9:45-10	iMap boot camp part 2	9:30-10:30	Write summary paragraphs	0.5	Review top "wrong" answers from online ID Quiz; Misc Q & A	9:45-10:30
How to survey a site	10-10:50	<i>Break</i>	10:30-10:45	Open book online ID quiz	0.5	Write prioritized management recommendations (<i>on your own</i>)	10:30-12
How to prioritize and set goals	10:50-11:30	Control methods overview and how to select	10:45-12			Lunch break	12-1pm
Writing an IPCPP	11:30-12	Field site 2 overview and Q&A	12-12:15			Swap your draft with classmate, review each other's draft and call each other to give feedback (<i>on your own</i>)	1-2:30
Field site 1 overview and Q&A	12-12:15					Pesticide safety	2:30-3:30
Lunch break and drive to field site	12:15-1:30pm	Lunch break and drive to field site	12:15-1:30pm			(5min break) Program administration	3:35-4:30
<u>Field site 1</u> -Practice ID -Configure App +/- or datasheets -Practice taking iMap data	1:30-4:30pm	<u>Field site 2</u> -Survey the site, take data -Think about recommendations -Enter data to iMap (if time)	1:30-4:30pm			Final Q&A, conclude	4:30-5

Appendix 1c

**Maine iMapInvasives
Point Presence Record Datasheet**

Observer name:
Date:
Location:
Project (if applicable):

Photo 1 #	Photo 2 #	Species name	Latitude*	Longitude*	Number found	iMap Record ID^	Notes

*i Map accepts coordinates in decimal degrees, e.g., Latitude 44.3059, Longitude -69.7748

^Once a record is entered, i Map generates a unique ID - you may wish to record this ID

**Maine iMapInvasives
Point Presence Record Datasheet**

Observer name:
Date:
Location:
Project (if applicable):

Photo 1 #	Photo 2 #	Species name	Latitude*	Longitude*	Number found	iMap Record ID^	Notes

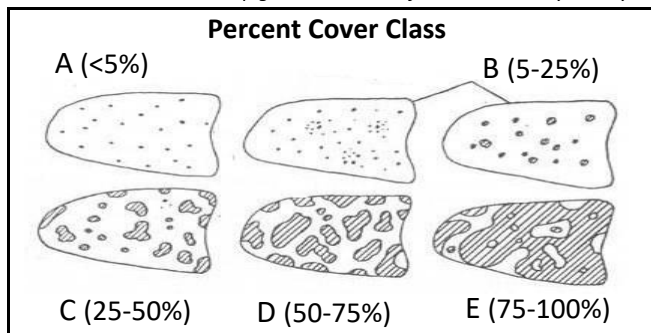
*i Map accepts coordinates in decimal degrees, e.g., Latitude 44.3059, Longitude -69.7748

^Once a record is entered, i Map generates a unique ID - you may wish to record this ID

**Maine iMapInvasives
Polygon Presence Record Datasheet**

Observer Name:				Project (if applicable):				
Date:				Location:				
Basic Information				Details		Adv. Details		(later)
Species	Photo #s	Location information (GPS coordinates of corners, key to shapes on map, etc.)		Percent Cover Class (see graph)	Distribution	Phenologies	Woody Plant: Mature, seedling or both?	iMap record ID#*
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

* Once a record is entered, iMap generates an ID# for each record - you may wish to record this ID



Distribution:
Trace (single plant/clump)
Sparse (scattered plants/clumps)
Dense plants/clumps
Monoculture
Linearly scattered

Phenologies:
Flowers
Fruits
Seeds
Vegetative

Add comments on reverse.

Maine iMapInvasives
Polygon Presence Record Datasheet

Presence Polygon Comments:

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



iMapInvasives

Sharing information for strategic management

Treatment Type: Physical- Mechanical/Manual
Begin on:
End on:
Target Species:
iMap ID:
Treatment Iteration: <input type="checkbox"/> Initial <input type="checkbox"/> Follow-up
Lead Contact:
Organization:
Treatment Goals: <input type="checkbox"/> Eradication <input type="checkbox"/> Suppression <input type="checkbox"/> Containment
Comments:
Rare Species Precautions:
Permit Comments:
Photos of Target Area:
Local Contact: Name: Organization:
Treatment Type: <input checked="" type="checkbox"/> Physical <input type="checkbox"/> Chemical <input type="checkbox"/> Biological
Physical (Mechanical/Manual) Treatment Method: (pick all that apply) <input type="checkbox"/> Cut <input type="checkbox"/> Girdle/Frill <input type="checkbox"/> Mow <input type="checkbox"/> Dig <input type="checkbox"/> Plow <input type="checkbox"/> Pull <input type="checkbox"/>
Disposal Method: (pick multiple) <input type="checkbox"/> Trash <input type="checkbox"/> Bury <input type="checkbox"/> Incinerate <input type="checkbox"/> Compost <input type="checkbox"/> Chip/Mulch <input type="checkbox"/> Left piled on-site <input type="checkbox"/> Other
Location Notes, GPS Coordinates, etc.:



iMapInvasives

Sharing information for strategic management

Treatment Type: Chemical
Begin on:
End on:
Target Species:
iMap ID:
Treatment Iteration: <input type="checkbox"/> Initial <input type="checkbox"/> Follow-up
Lead Contact:
Organization:
Treatment Goals: <input type="checkbox"/> Eradication <input type="checkbox"/> Suppression <input type="checkbox"/> Containment
Comments:
Rare Species Precautions:
Permit Comments:
Photos of Target Area:
Local Contact: Name: Organization:
Treatment Type: <input type="checkbox"/> Physical <input checked="" type="checkbox"/> Chemical <input type="checkbox"/> Biological
Applicator Name:
Application Methods: (pick all that apply) <input type="checkbox"/> Foliar Spray <input type="checkbox"/> Stem Injection <input type="checkbox"/> Cut-Stump treatment <input type="checkbox"/> Wiper Application <input type="checkbox"/> Basal bark application <input type="checkbox"/> Frill or tree injection method <input type="checkbox"/> Other
Surfactant:
Adjuvant:
Total Quantity Used (mixed)(with units):
Address:
City:
ZIP/Postal Code:

(over)

Pesticide-Sensitive Area:

Yes No

Rainfall Potential:

Surplus Quantity and Disposal:

Spill Response and Cleanup:

Comments:

Chemicals Used

Brand Name:

Active Ingredients: (pick all that apply)

Glyphosate Triclopyr Imazapyr 2 4-D MCPA

EPA Registration Number:

Concentration of Product:

Concentration of Application:

Quantity Used (unmixed)(with units):

Location Notes, GPS Coordinates, etc.:

Previous Treatment Follow-up

Make a searched area with at least one record (presence, not detected, or treatment) about relevant target species to access these fields (a pop up will appear once you complete the data entry for your record)

Searched Area fields

Site Name:	Date:
Targeted species (make appropriate presence/not detected/treatment records in the searched area)	

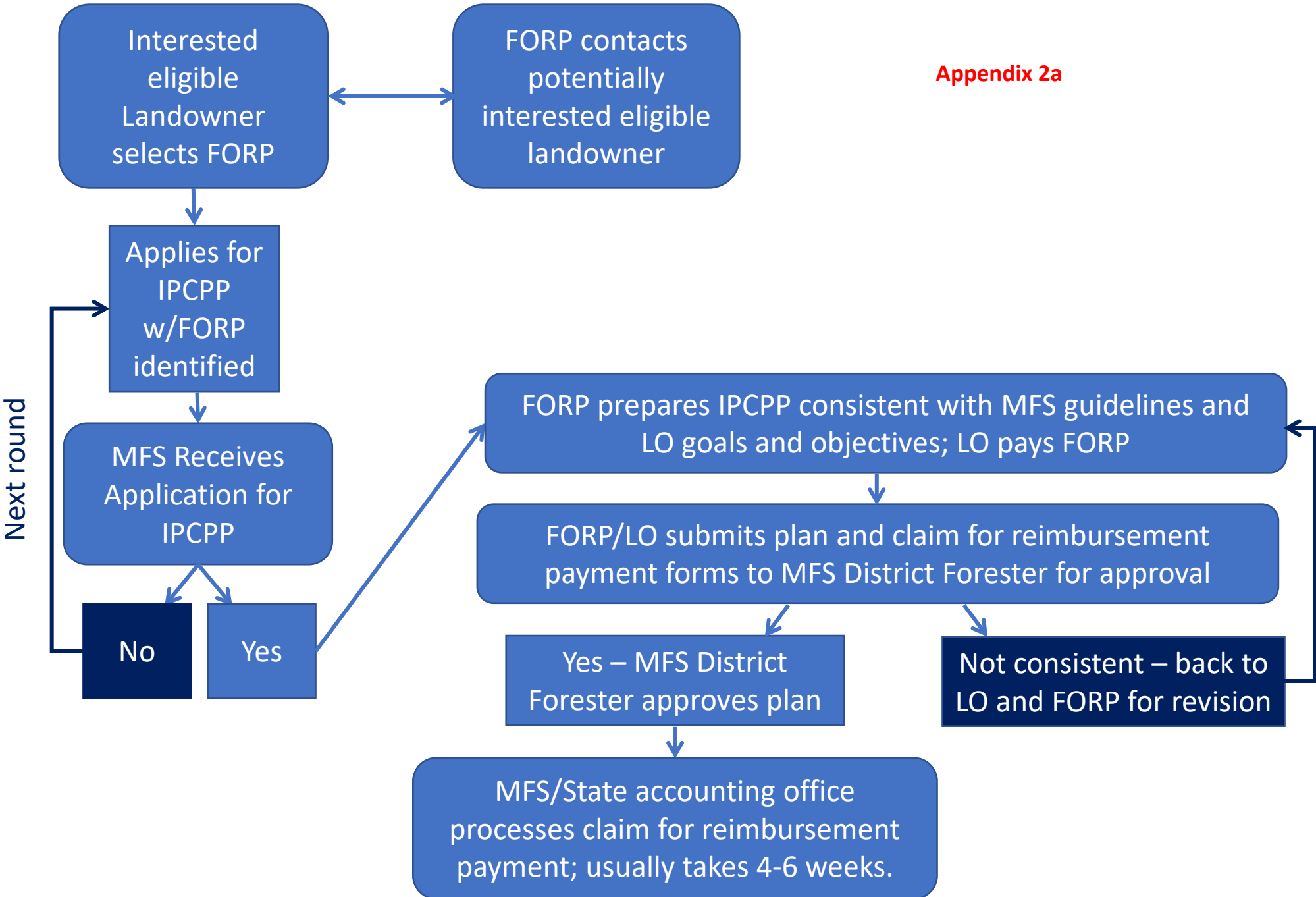
Previous Treatment Follow-up fields

Percent of targeted species treated (choose one)	<5%	5-25%	26-50%	51-75%	>75%	unknown
Percent of targeted species killed (choose one)	<25%	25-75%	>75%	unknown		
Is a follow-up treatment needed?	yes	no				
Treatment effectiveness comments						
Impacts Mitigated?	yes	no				
Non-Target Species Affected?	yes	no				
Non-Target Species Comments						
Post treatment Manager Comments						

Related records to include in Searched Area

Species	Record Type (circle one)	(Lat, Long)	iMap ID	photo ID	Notes
	presence not detected treatment				
	presence not detected treatment				
	presence not detected treatment				
	presence not detected treatment				
	presence not detected treatment				

Appendix 2a



Appendix 2c

Maine Forest Service Invasive Plant Management Program – Target Invasive Plants

Table 1. Target invasive plants that are widespread in Maine (present in eight or more counties).

Common Name	Scientific Name	Status in Maine	Habit/Life Cycle	Habitat
Norway maple	<i>Acer platanoides</i>	Widespread	Tree	Uplands
Garlic mustard	<i>Alliaria petiolata</i>	Widespread	Biennial herb	Uplands
Japanese barberry	<i>Berberis thunbergii</i>	Widespread	Woody shrub	Uplands
Common barberry	<i>Berberis vulgaris</i>	Widespread	Woody shrub	Uplands
Asiatic bittersweet	<i>Celastrus orbiculatus</i>	Widespread	Woody vine	Uplands
Black swallowwort*	<i>Cynanchum louiseae</i>	Widespread	Perennial herbaceous vine	Uplands
February daphne	<i>Daphne mezereum</i>	Widespread	Woody shrub	Uplands
Autumn olive	<i>Elaeagnus umbellata</i>	Widespread	Woody shrub	Uplands
Burning bush	<i>Euonymus alatus</i>	Widespread	Woody shrub	Uplands
Japanese knotweed	<i>Fallopia japonica</i>	Widespread	Perennial tough herb	Uplands or wetlands
Glossy buckthorn	<i>Frangula alnus</i>	Widespread	Woody shrub	Uplands or wetlands
Privets*	<i>Ligustrum vulgare</i> , <i>L. obtusifolium</i>	Widespread	Woody shrub	Uplands
Shrubby honeysuckles*	<i>Lonicera morrowii</i> , <i>L. tatarica</i> , <i>L. x bella</i> ,	Widespread	Woody shrub	Uplands
Common reed	<i>Phragmites australis</i>	Widespread	Perennial grass	Wetlands
Common buckthorn	<i>Rhamnus cathartica</i>	Widespread	Woody shrub	Uplands
Black locust	<i>Robinia pseudoacacia</i>	Widespread	Tree	Uplands
Multiflora rose	<i>Rosa multiflora</i>	Widespread	Woody shrub	Uplands

*Plants marked with an asterisk are difficult to identify to species without flowers or fruit. Privets and shrubby honeysuckles need not be identified to species – these are tracked in iMap as *Ligustrum spp.* and *Lonicera spp.*, respectively. Black swallowwort has a sister species, pale swallowwort, which is very uncommon in Maine and has lighter flowers. When possible please confirm swallowworts to species by examining the flowers. When no flowers are present, swallowwort may also be recorded in iMap as *Cynanchum spp.*

-----Species list continues on page 2-----

Table 2. Target invasive plants that are localized (present in fewer than eight counties) or not yet detected in Maine. Stiltgrass and mile-a-minute weed are Early Detection, Rapid Response species – please alert the Maine Natural Areas Program immediately if you suspect a stiltgrass or Mile-a-minute infestation.

Common Name	Scientific Name	Status in Maine	Habit/Life Cycle	Habitat
Hardy kiwi	<i>Actinidia arguta</i>	Localized	Woody vine	Uplands
Tree of heaven [^]	<i>Ailanthus altissima</i>	Localized	Tree	Uplands
Porcelainberry	<i>Ampelopsis glandulosa</i>	Localized	Woody shrub	Uplands
Pale swallowwort*	<i>Cynanchum rossicum</i>	Localized	Perennial herbaceous vine	Uplands
Giant knotweed	<i>Fallopia sachalinensis</i>	Localized	Perennial tough herb	Uplands
Giant hogweed	<i>Heracleum mantegazzianum</i>	Localized	Perennial tough herb (monocarpic)	Uplands or wetlands
Japanese honeysuckle	<i>Lonicera japonica</i>	Localized	Woody vine	Uplands
Japanese stilt grass	<i>Microstegium vimineum</i>	Localized/EDRR	Annual grass	Uplands
Wall lettuce	<i>Mycelis muralis</i>	Localized	Annual herb	Uplands or wetlands
Mile-a-minute weed	<i>Persicaria perfoliata</i>	Not Yet Detected/EDRR	Annual herbaceous vine	Uplands

*See page 1 for a note about swallowworts at the bottom of Table 1.

[^]Note, tree of heaven is a preferred host for the very destructive invasive insect, Spotted Lanternfly, and is therefore a high priority to report and manage.

Table 3. Non-target invasive plants you may encounter that are unlikely to directly impact forests, but which can be very problematic in other habitats. These plants are tracked in iMap and we strongly encourage you to document and report them. See the *Maine Invasive Plants Field Guide* for treatment/control guidance.

Common Name	Scientific Name	Status in Maine	Habit/Life Cycle	Habitat
Goutweed	<i>Aegopodium podagraria</i>	Widespread	Perennial herb	Uplands
Bull thistle	<i>Cirsium vulgare</i>	Widespread	Perennial herb	Uplands
Canada thistle	<i>Cirsium arvense</i>	Widespread	Perennial herb	Uplands
Ornamental (pink) jewelweed	<i>Impatiens glandulifera</i>	Widespread	Annual herb	Wetlands or uplands
Yellow iris	<i>Iris pseudoacorus</i>	Widespread	Perennial herb	Wetlands
Purple loosestrife	<i>Lythrum salicaria</i>	Widespread	Perennial tough herb	Wetlands
Wild parsnip	<i>Pastinaca sativa</i>	Widespread	Biennial herb	Uplands

Appendix 2d

Maine Forest Service Invasive Plant Management Program

Invasive Plant Control Practice Plan – Specifications and Checklist



- Property Overview.** This section must include:
 - a basic description of the property, its location and general topography,
 - a description of the basic types of landcover surveyed, e.g., forest, field edge(s), wetland edge(s), and any special habitats worthy of mention that may be relevant to the content of the plan,
 - size of eligible Surveyed Areas (acres) and total size of property (acres),
 - landowner’s current uses/goals and any known future uses/goals,
 - and any other relevant property information such as points of access, road conditions, gated areas, etc. that could be useful for the landowner or a treatment contractor in carrying out the recommendations of the plan.

In the text of this section, please reference maps included with the Plan that show the Property boundaries and Surveyed Acres.

Table 1. **Minimum** survey effort based on 100-250 acres/qualified FORP/day (refer to program manual for more detail)

Level of infestation	Acres	50	100	150	200	500
Low		2-4 hours	4 hours	6 hours	8 hours	20 hours
Medium		3-4 hours	5-8 hours	7-12 hours	9-16 hours	22-32 hours
High		4+ hours	8+ hours	12+ hours	16+ hours	32+ hours

- Survey Description and Summary of Survey Effort.** List the dates survey(s) was conducted, the total hours spent surveying, and generally describe what parts of the property were surveyed for invasive plants. Please reference Table 1 above for minimum survey efforts. In the text of this section, please reference a map showing the survey route (aka track) taken through the property.
- Description of Invasive Plants Found - Paragraphs.** Describe in words the invasive plant situation on the property and highlight key findings. See example plans provided for suggested items to include. This section could summarize acres infested and/or number of records for key species. Note any plants Not Yet Widespread in Maine, and explain the importance of containing and managing these.

- Table of Invasive Plants Found.** Provide a table with all the columns listed in the example below, including all invasive plants found on the site. You can add other info if you like.

Common name	Scientific name	Growth form	Level of infestation	Areas where found
Asiatic bittersweet	<i>Celastrus orbiculatus</i>	Woody vine	Low: two areas	One in woods, one at field edge

- Explanation of Prioritization Strategy.** Explain in words what approach you took to prioritizing management of invasive plants on the site. Example language reflecting the most common approach (EDRR, then Early Management, then Widespread Issues) is provided in the example plans, but if there were particular circumstances that caused you to recommend something different than usual, explain. For example if a certain stand will be harvested soon, that stand may have received priority – note this. Or if the landowner is planning to build a new road soon in an area that is badly infested, perhaps that area took precedence over managing plants in medium abundance elsewhere on the site. Or if there is a high-value wildlife habitat or rare natural community on the property (identified through Beginning with Habitat map viewer), that area could be top priority.

- Prioritized Management Recommendations.** List the prioritized management recommendations, with #1 being the item you recommend doing first, then #2, etc. Include language about prevention in this section (see example plans for suggested language).

- (Optional) Invasive Plants to Watch Out For (Not Found but Appropriate Habitats Exist).** List the invasive plants you did not find, but which could likely invade the site given the habitats present.

- Five Year Management Timeline.** Provide a timeline going out to five years showing suggested management tasks broken down by Task, Year, and Time of Year. Suggested format is a table, to make this easier to read – see the example plan for a suggested format. Remember to include monitoring of treated sites and follow-up treatments. Be sure your timeline is consistent with the Prioritized Management Recommendations section.

You may include a “Responsible Party” column if this is appropriate, for example if you are a land trust steward and the plan is for a property you manage, you should note what tasks will be done by staff vs. volunteers vs. contractor, etc. For consulting professionals this may not be known.

- (Optional) Images.** You may include photographs with captions showing particular infestations/sites, if desired to drive home a point or show something particularly important.

Please note, this is NOT a substitute for submitting photos in iMap data records. Photos in iMap

data records must be submitted with each iMap record until you have verified your ability to correctly identify each species.

List of Maps. Provide a complete list of the maps associated with the IPCPP. Minimum required maps include:

- Property boundary map** showing property boundaries. The property boundary map can be in any format that is accurate; tax maps may be used if nothing better is available.
- Surveyed acres map** showing the surveyed acres that are included in survey and IPCPP. The surveyed acres map can be in any format that is accurate.
- Survey route map** (aka track map) showing the path walked when searching for invasive plants. Areas where no survey was done cannot be guaranteed to be free of invasive plants, that is why it is important to show your track on a map. The survey route map can be in any format that is accurate.
- Overall map of all invasive plant species** mapped on the property; and
- Individual maps for each invasive plant species** present, one species per map. Species only found in 1 location may be grouped into a single map, see example reports.

Maps A, B, and C may be combined into one-two map(s) if desired, however the map(s) must clearly show the difference (if any) between the surveyed acres and the property boundary.

Maps can be in any format that is spatially accurate (Google Maps, ArcGIS, etc.); maps do not have to be made using iMap.

Digital information. The following are required:

Required to be present in iMap at the time the IPCPP is finalized, and tagged to the “MFS Invasive Plant Management Program” project:

- Surveyed acres, entered as Searched Area(s) in iMap,
- and all invasive species data (points, polygons).

Required to be given to Greg Miller of Maine Forest Service with the IPCPP: Digital spatial file of property boundaries, or a series of coordinates from which a digital spatial file can be created (“digitized”). Federal reporting requires that the woodlands covered by IPCPPs be mapped in a Geographic Information System (GIS). This information will be considered confidential, the same as any and all personally identifiable information in the IPCPP. The polygons are being collected for federal reporting purposes only, and will be used in an aggregate form only. There are several options for plan writers to meet this requirement:

1. Provide a list of the latitude and longitude coordinates of the corners of the property boundary [parcel(s) surveyed in the IPCPP]. The coordinates must be listed in a

consecutive order around the perimeter of each area. The datum (NAD 83 or WGS 84) must be stated.

2. Provide a polygon shapefile of the corners of the property boundary [parcel(s) surveyed in the IPCPP], with the following coordinate system: Datum NAD83, Projection UTM Zone 19N. The shapefiles must be attributed with sufficient information to uniquely identify the landowner with the land in the plan.

3. Provide a Google Earth .kml or .kmz file of the corners of the property boundary [parcel(s) surveyed in the IPCPP]. Make sure to use an appropriate scale that clearly depicts the land on current aerial photography. Mark enough vertices in the polygon so the land is depicted accurately. Include sufficient information in the label so the landowner is uniquely identified with the polygon.

Other methods of meeting the GIS requirement may be considered on a case by case basis.

Please contact Greg Miller at (207) 287-8121, or greg.t.miller@maine.gov, with any questions regarding the property boundary requirements.



Appendix 2e



Invasive Plant Management Program

Invasive Plant Control Practice Plan Application

Application deadline is March 18, 2022

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:

individual joint

nonprofit educational institution

company/business municipal or quasi-
 (without publicly municipal (e.g. utility
 traded stock) district)

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) 287-8430.

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? Call Jack Hernandez, Landowner Outreach Forester at (207) 287-8430



Appendix 2f



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). 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 September 30, 2022. The deadline for completing the IPCPP will be October 28, 2022. 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 Jack Hernandez, Landowner Outreach Forester at (207) 287-8430.



Appendix 2g



Invasive Plant Management Program

Invasive Plant Control Practice Plan -- Landowner/Forester Affidavit

(in lieu of Proof of Payment)

Landowner: I, _____, have received a completed Invasive Plant Control Practice Plan prepared by _____ (plan preparer's name) on _____ (date) for _____ surveyed acres on _____ (tax map & lot #) in the town _____.

I have paid a total of \$ _____ for the development of this Plan with the understanding that I will be eligible to receive cost-share reimbursement from the state once my claim for payment is approved and processed. **I will retain proof of payment in my records for a minimum of 5 years.**

Check #(s) _____.(required).

Landowner signature(s) _____ Date _____

Plan preparer: I, _____, (Licensed Forester # if applicable, _____) certify that I have been paid in full for services rendered in the development and completion of the landowner's Invasive Plant Control Practice Plan in the amount of \$ _____.

Plan preparer signature(s) _____ Date _____

Proof of payment for cost share reimbursement for Invasive Plant Control Practice Plans 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 from the landowner to the plan preparer.

This 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 in lieu of proof of payment, 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.



Appendix 2h



Invasive Plant Management Program

Invasive Plant Control Practice Plan – Claim for Payment

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

Landowner Name (Payee): _____

Address: _____

If the Landowner Payee name or address is different from the name or address on the original Application Form, please contact the Maine Forest Service.

I am hereby making claim for cost-share payment under the Maine Forest Service Invasive Plant Management Program for an Invasive Plant Control Practice Plan prepared by:

_____ (Plan Preparer's name) on _____ (date)

for _____ surveyed acres on _____ (tax map & lot #s)

in the town of _____.

Landowner signature(s) _____ Date _____

[For Maine Forest Service use only]

District Forester name: _____

Plan meets program standards: Yes No

Documentation complete/acceptable: Yes No

GIS information verified (date): _____

Total property acres: _____

Total forested acres: _____

Total surveyed acres: _____

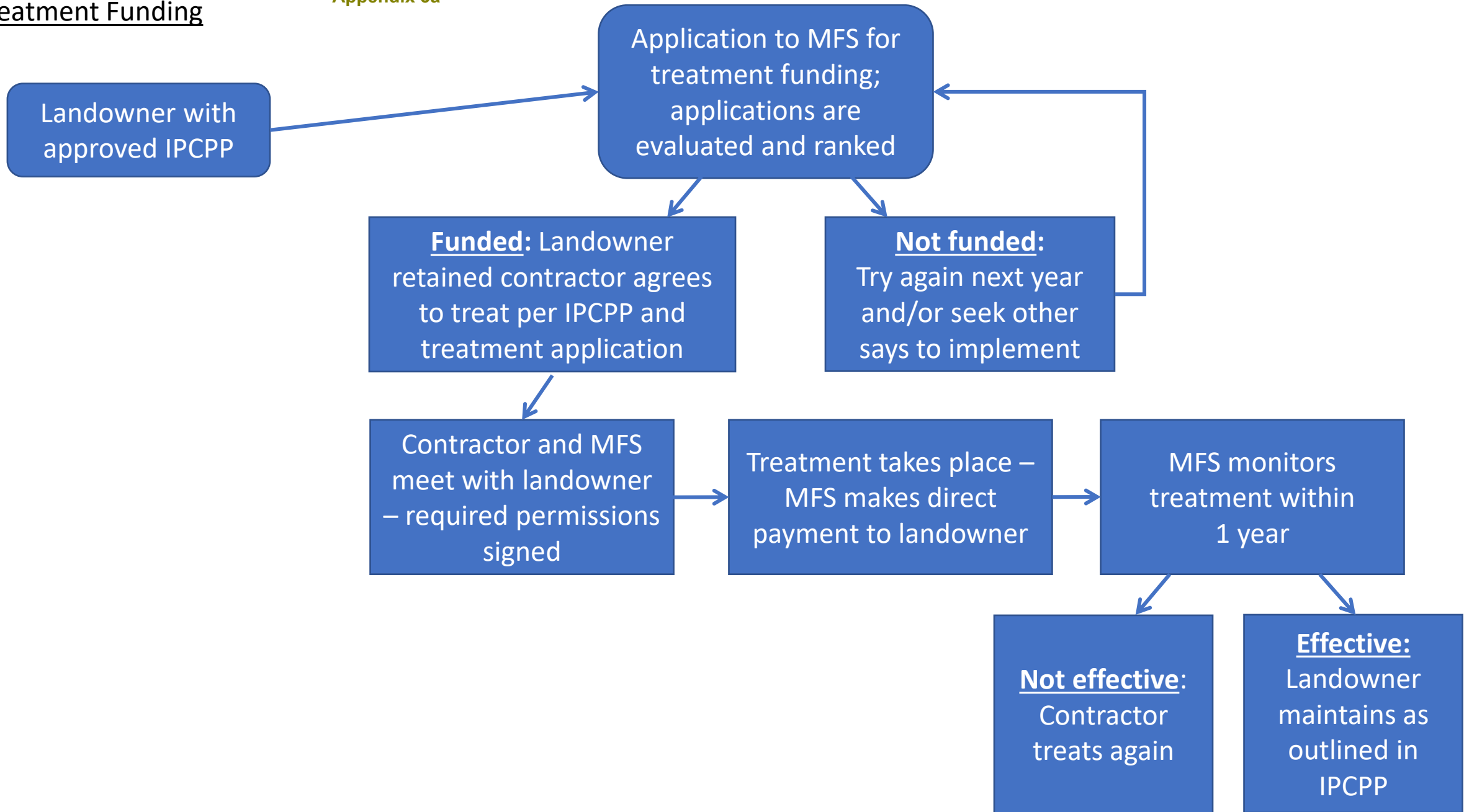
Total plan cost: _____

District Forester signature: _____ Date _____

<p>Cost-share payment authorized:</p> <p>_____</p> <p>Signature of Division Director:</p> <p>_____ Date _____</p>

Treatment Funding

Appendix 3a





Appendix 3b



Invasive Plant Management Program

Invasive Plant Control Treatment Application

Application deadline is March 18, 2022

The Invasive Plant Management Program 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**

All applicants must have an approved Invasive Plant Control Practice Plan

Landowner Name: _____

Co-owner or legal representative: _____

Property Address: _____

{If there have been any changes to address, telephone, or email since prior application, please contact MFS}

Contractor(s) to Perform Treatment(s): *If self-performing, please list yourself/organization as a contractor*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Please attach a brief written description of the treatment(s) to be performed as specified in the Landowner Instructions.

In signing this document, I acknowledge that I have read the Landowner Instructions for Treatment Applications and I am familiar with the requirements of participation in the program. I have received an approved Invasive Plants Control Practice Plan and further recognize that I am still subject to all terms and conditions specified in my signed Invasive Plants Control Practice Plan application.

Under penalty of perjury, I agree to maintain the wooded acres covered by these proposed practices 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.

Landowner signature(s) _____ Date _____

Questions? Call Jack Hernandez, Landowner Outreach Forester at (207) 287-8430



Appendix 3c



Maine Forest Service Invasive Plant Management Program

Landowner Instructions – Invasive Plant Control Treatments

Consult your Invasive Plant Control Practice Plan (IPCPP) for the treatment recommendations offered by your plan preparer. Contact contractors who offer the invasive plant treatment services recommended in your IPCPP. Some treatments may require the use of multiple contractors. If herbicides are recommended and you wish to use them, licensed pesticide applicator contractor lists are available from the [Maine Integrated Pest Management Council](#) or the [Maine Board of Pesticides Control](#). These lists are not exhaustive nor an endorsement by the Invasive Plant Management Program managers. Any contractor qualified or licensed to work in the State of Maine is eligible. The terms and arrangements for treatments are strictly between you and the contractor(s).

Complete, sign, and submit a Maine Forest Service Invasive Plant Control Treatment Application Form to the Maine Forest Service. If approved, you will receive an approval letter. Please make sure your contractor does not start treatment before receiving an approval letter from the Maine Forest Service. Approval letters are sent electronically to the e-mail address provided on your initial IPCPP application. Treatments must be completed by October 28, 2022. Extensions may be granted on a case-by-case basis. Contact the Maine Forest Service for more information.

When filling out the treatment application form, please provide the name(s) listed on your IPCPP, the property address, the contractor(s) you intend to employ with their contact information, and attach a written description (requirements below) about the proposed treatment(s). Eligible treatments as well as acres to be treated must be included in your IPCPP.

Please include the following in your written description about the proposed treatment:

1. Treatment type
 - a. Chemical – e.g. herbicide
 - b. Mechanical – e.g. mowing, cutting, etc.
 - c. Other – please be specific
2. Treatment methods
 - a. How the treatment type(s) will be implemented on the land, e.g. application timing, chemical mixes, cutting methods, etc.
 - b. May require specific input from your contractor(s)

3. Specific invasive plants targeted
 - a. Invasive plant(s) are you targeting and which method(s) are you using on each targeted species
4. Treatment area(s)
 - a. Locations on the property where treatment(s) will occur
 - b. Acreage to be treated
5. Reinfestation prevention methods
 - a. What methods do you intend to employ to prevent reinfestation?
 - b. Examples: monitoring and removal, establishment of native species, regular mechanical/chemical treatments, etc.
6. Estimated costs to implement project
 - a. Please ask your contractor to supply a statement of work, estimated bill of materials, written estimate, or other sufficient documentation
 - b. If self-performing, please provide a reasonable estimate of the costs to perform treatments and break down costs by materials, labor, etc.
7. Any other relevant information you wish the program managers to consider

Treatment funding is available through a competitive application process. Once received, your application will be ranked using the Invasive Plant Management Program manual.

If approved for treatment funding, you may be required to submit follow up information at the request of program managers. Any approved treatments will require Maine Forest Service staff to conduct an on-site inspection prior to beginning any treatment work. Once the treatment work is completed, an on-site post-treatment inspection is also required.

In all cases, Maine Forest Service reserves the right to request additional documentation.

Questions? Please call Jack Hernandez, Landowner Outreach Forester at (207) 287-8430 or email john.d.hernandez@maine.gov

Appendix 4 -- List of Eligible IPCPP Preparers

Current list is posted at:

https://www.maine.gov/dacf/mfs/projects/invasive_plant_mgmt/documents/Provisional%20FORPs.pdf

Appendix 5 -- Example Plans

Links to Example IPCPPs, with landowner identity information redacted, can be found on the Invasive Plant Management Program website:

https://www.maine.gov/dacf/mfs/projects/invasive_plant_mgmt/index.html