

FIREWISE RENEWAL STEP-BY-STEP GUIDE

Published 2025

TIMELINES AND OVERVIEW

Annually in November, Firewise Communities are required to submit an online renewal application to remain in Good Standing.

Renewals begin the year after recognition. For example, if you became recognized in 2026 you will be required to submit a renewal starting in 2027 and every year after.

Document Updates: Your portal will prompt you to update your **Action Plan every 3 years** and update your **Risk Assessment every 5 years**. You are able to update documents at any year earlier if desired.

Pro Tip: *Hit save & close at the bottom of your application so you can return to it at anytime without submitting!*

VenturaFireSafe.org/FirewiseUSA



Login to **portal.firewise.org** and select “Start a Renewal Application”

Details

Applications

Contacts

2025 Application

[START RENEWAL APPLICATION](#)

Total Investment for 2025

Total: Required:
\$0 of **\$0**

Per Dwelling Unit: Required:
\$0 of **\$0**

Certificate of Recognition

This is your certificate proving that your community has successfully completed the Firewise USA® program’s annual requirements for 2024, and is a participating site in good standing throughout the 2025 calendar year.

[DOWNLOAD CERTIFICATE](#)





If needed, update your site information & check that you have reviewed the state requirements.

2025 Firewise Renewal Application

Step: 2 of 10 Overview

Please Update your Site Information
If you have no updates, please select the continue button below.
Fields with * are required.

Roles

Resident Leaders
[Redacted]

Regional Coordinators
[Redacted]

MANAGE CONTACTS

2025 Firewise Renewal Application

Step: 3 of 10 State Requirements

Please review the section below to see if your state has additional program requirements.
If applicable in your state - download and review the additional requirements before beginning your application.

California State Requirements
Sites seeking renewal status must copy their current 3 Year Action Plan over to the [California specific 3 Year Action Plan template](#). This template will focus preparedness and prevention goals in the areas of; Education and Outreach, Fuel reduction, Home hardening, Evacuation planning, and Wildfire preparedness.

Please note that based on your documents effective date, you will still be required to submit a new Action Plan every 3 years and a new Risk Assessment every 5 years.

I have reviewed my state's requirements.*

BACK SAVE & CLOSE CONTINUE



Update & upload your Risk Assessment every 5 years and Action Plan every 3 years. Otherwise select “**reuse the current plan.**”

Update Your Risk Assessment

The assessment of the area within the site's boundary is an important component of your application and is instrumental in developing the action plan's risk reduction priorities. Download the [Risk Assessment Template here](#).

Effective January 2018: All risk assessments need to be updated at a minimum of every five years. **Please Note:** Your risk assessment will need to be updated in 2025. You may elect to update it sooner than that date. If you have a new assessment it may be updated now.

Name of agency, organization, or individual that conducted the risk assessment

How do you want to provide the site's Risk Assessment? *

- Upload a new Risk Assessment
- Reuse the current Assessment

Date Assessment Completed

Previous year file

BACK

SAVE & CLOSE

CONTINUE



Record at least one **educational outreach activity or event** for the year.

Step: 7 of 10 Educational Outreach

Educational Outreach

Each participating site is required to hold a minimum of one wildfire risk reduction educational outreach event or activity annually. Please provide details of your annual activities in the section below.

Record an Activity or Event

What educational outreach activities were completed? *

- Completed a national Wildfire Community Preparedness Day project (1st Saturday in May)
- Coordinated a community-wide awareness/educational activity that increases wildfire risk reduction actions and overall preparedness
- Delivered via door-to-door, information on the community's wildfire danger
- Distributed "Welcome packets" with wildfire literature to all new residents
- Evacuation drill in collaboration with a law enforcement agency, fire department or local emergency manager
- Held a fire-resistant plant species workshop for residents in collaboration w/the local cooperative extension office
- HOA meeting or community-wide presentation that detailed the need and importance for individual wildfire preparedness
- Local emergency manager provided a presentation on building an emergency preparedness kit
- Mentored adjacent communities on how to become a Firewise site
- Provided an insurance policy clinic for residents to ensure policies are up-to-date with local building codes and costs, and inventories of personal

Other

Describe your activity or event *

SAVE ACTIVITY OR EVENT

BACK **SAVE & CLOSE** **CONTINUE**


5

Record **vegetation removed** and how much **money/time spent** on wildfire risk reduction that calendar year.

Vegetation Removal

A major component of wildfire risk reduction is the removal of vegetation (shrubs, brush, limbs, trees, etc.) from individual properties and common-area property. Tracking vegetation removal provides forestry and fire agencies with information on the quantity of potential wildfire fuel that's been eliminated from the area(s).

Was vegetation within the site's boundary removed during this calendar year?

RECORD A REMOVAL 

Dwelling Unit

hours

Examples include: removing pine needles and leaf litter from roof and gutters, replaced vinyl gutters with metal gutters, ignition-resistant exterior improvements, installing screening on vents, flammable items removed from under decks and porches, inspect roof and replace missing shingles, etc.

Landscaping (0 - 100 ft. from base of Dwelling Unit)

hours

Examples include: installation of hardscaping, replacing combustible mulches with stone/gravel options, tree and shrub removal, raking and removal of pine needles, leaves, ground litter/debris, tree trimming/timbering, moving firewood, lawn and native grass maintenance, etc.

Common areas

hours

(HOA or other Homeowner jointly owned property within the site boundary) Activities include: Tree thinning, mastication and brush removal, grass maintenance, fire break construction, etc.

Miscellaneous

hours

Meetings, presentations, program administration, home site visits etc.

Entry Note

Total Hours
0 Hours


SAVE INVESTMENT

Step: 9 of 10 Risk Reduction Investment

Risk Reduction Investment

Investing the equivalent of one volunteer hour (valued at \$33.49), per residential dwelling unit within the site's boundary, in annual wildfire risk reduction actions is a requirement of the national recognition program's criteria for maintaining an "In Good Standing" status.

Total Investment for 2025

 Investment Not Met

Total:	Required:
\$0	of \$11,161.80
Per Dwelling Unit:	Required:
\$33.49	of \$31.80

Record an Investment

Risk reduction actions, activities and expenses that occurred throughout the current calendar year are eligible for use in meeting the site's annual renewal investment requirement. [A list of Time and Expense Investment examples is available at Firewise.org.](#)

RECORD HOURS WORKED 

RECORD MONEY SPENT 



Review your application and if the application is complete you can hit **submit!**

What next? CAL FIRE will review and either approve or request edits if needed. They will extend your deadline if edits are requested.

Step: 10 of 10 Review

Application Review

Please review each section of the application below.

PRINT APPLICATION

BACK SUBMIT

BONUS TIP!

Curious about when you are due for a Risk Assessment and Action Plan update?

Your online portal will state the date!

Certificate of Recognition

This is your certificate proving that your community has successfully completed the Firewise USA® program's annual requirements for 2025, and is a participating site in good standing throughout the 2026 calendar year.

[DOWNLOAD CERTIFICATE](#)



Document Management

Your 2025 Application is not currently editable, please reach out to Firewise Support if you need assistance updating your documents.

Risk Assessment

Last updated: 2024

Next Risk Assessment Due: **2029 Renewal**

Action Plan

Last updated: 2024

Next Action Plan Due: **2027 Renewal**



More Questions? Schedule a chat with our Regional Firewise Coordinator.

FIREWISE RENEWAL GUIDE

ONE-PAGER

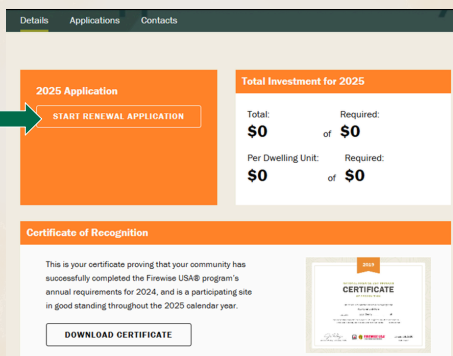
TIMELINE:

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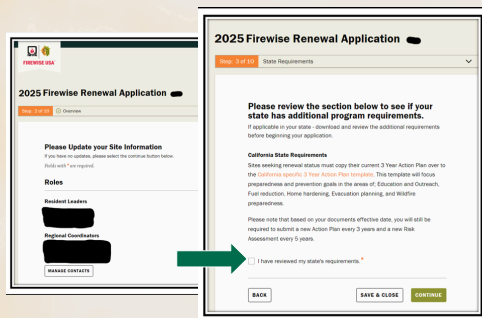
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Login to **portal.firewise.org** and select "Start a Renewal Application"



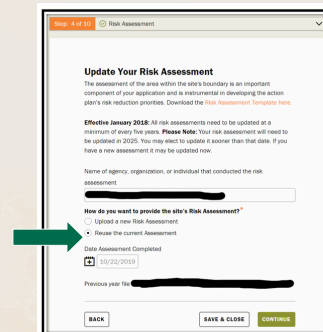
2

If needed, update your site information & check mark that you have read the state requirements.



3

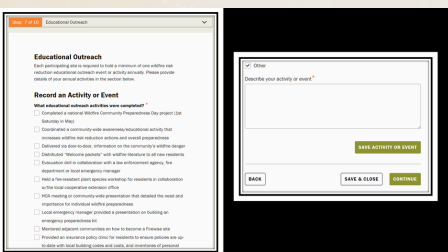
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Pro Tip: Hit **save & close** at the bottom of your application and return to it at anytime!

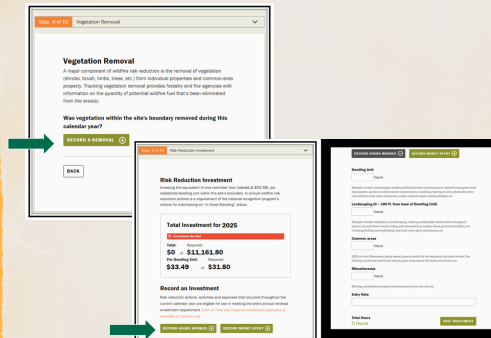
4

Record at least one **educational outreach activity or event** for the year.



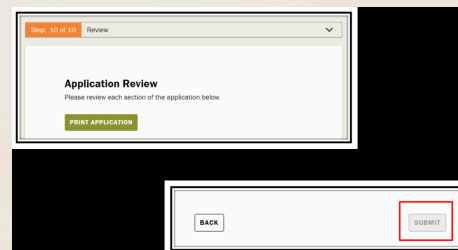
5

Record vegetation removed and how much **money/time spent** on wildfire risk reduction that calendar year.



6

Review your application and if the application is complete you can hit **submit!** CAL FIRE will review and either accept or request edits if needed.



Watch our Renewal Tutorial Video or visit VenturaFireSafe.org/FirewiseUSA for more information!