

FIREWISE RENEWAL
HANDBOOK

rev. 2026



AGOURA HILLS FireSafe COUNCIL

NFPA

INTRODUCTION

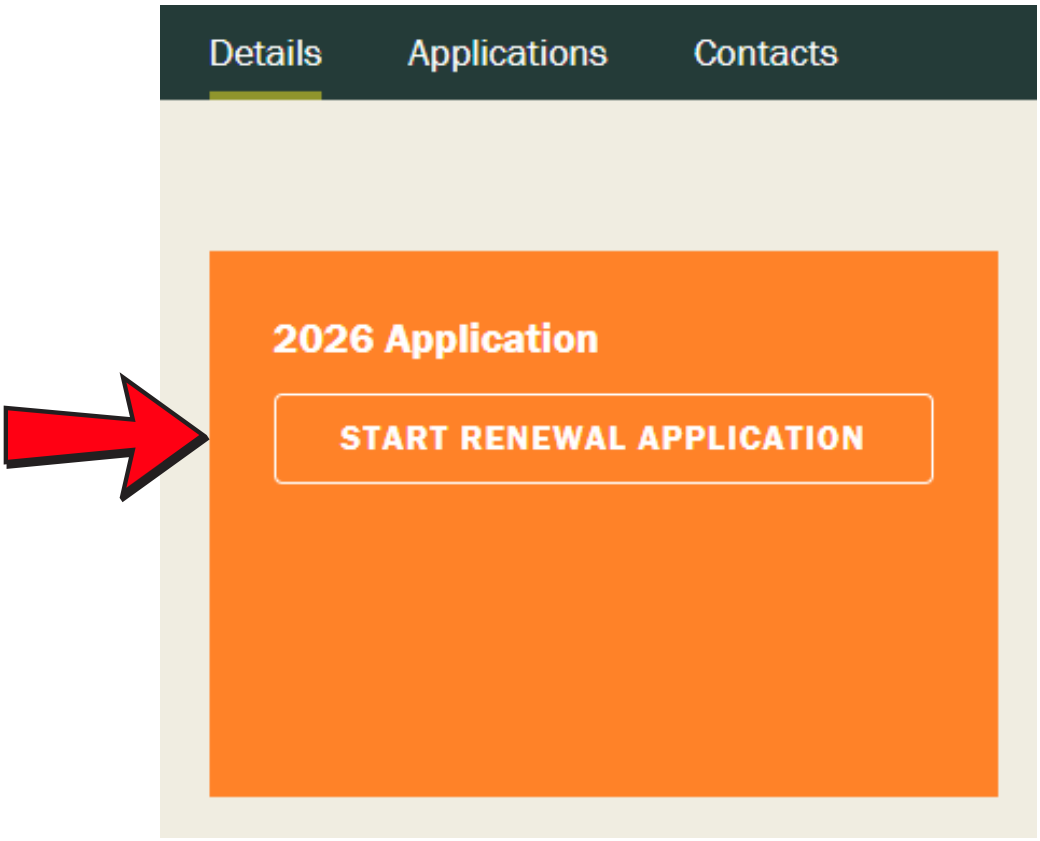
Every year, communities participating in the Firewise USA Program report their activities through the annual renewal application on the Firewise USA portal. The annual renewal process is required for a community to remain "In Good Standing". This is the time to tell NFPA about the work your community has done!

Renewal applications need to be submitted by the third Friday in November, and communities are encouraged to track their progress throughout the year using the hourly worksheet or the online Microsoft Form created by UC Cooperative Extension. **You will be able to submit your renewal application begining September 1st.**

To get started, watch a short video from NFPA that briefly reviews the renewal application. In this handbook, we will review the step by step instructions for filling out the application.



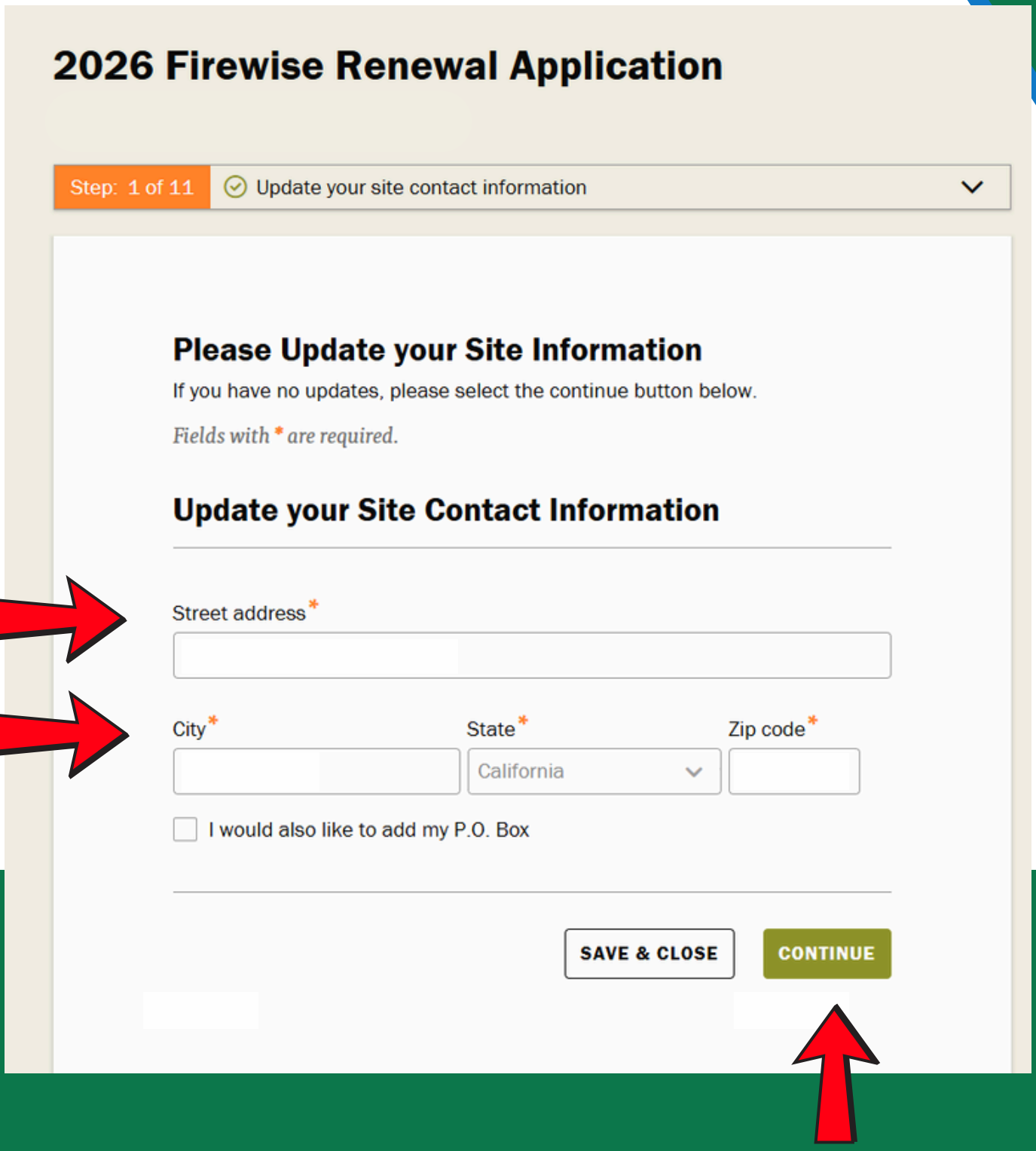
RENEWAL APPLICATION STEPS



STEP INSTRUCTIONS:

On your portal dashboard, the most recent renewal application will have a click to start button. You can begin the application at any time, but do not submit until late October/early November. CAL FIRE will send back any applications submitted before that time. They want each community to continue recording volunteer hours, events, and vegetational removal completed up until the November due date.

RENEWAL APPLICATION STEPS



STEP INSTRUCTIONS:

Use this step to update your site information.
If you have no updates, please click the continue button.

STEP INSTRUCTIONS:

This step is for you to enter information about your community.

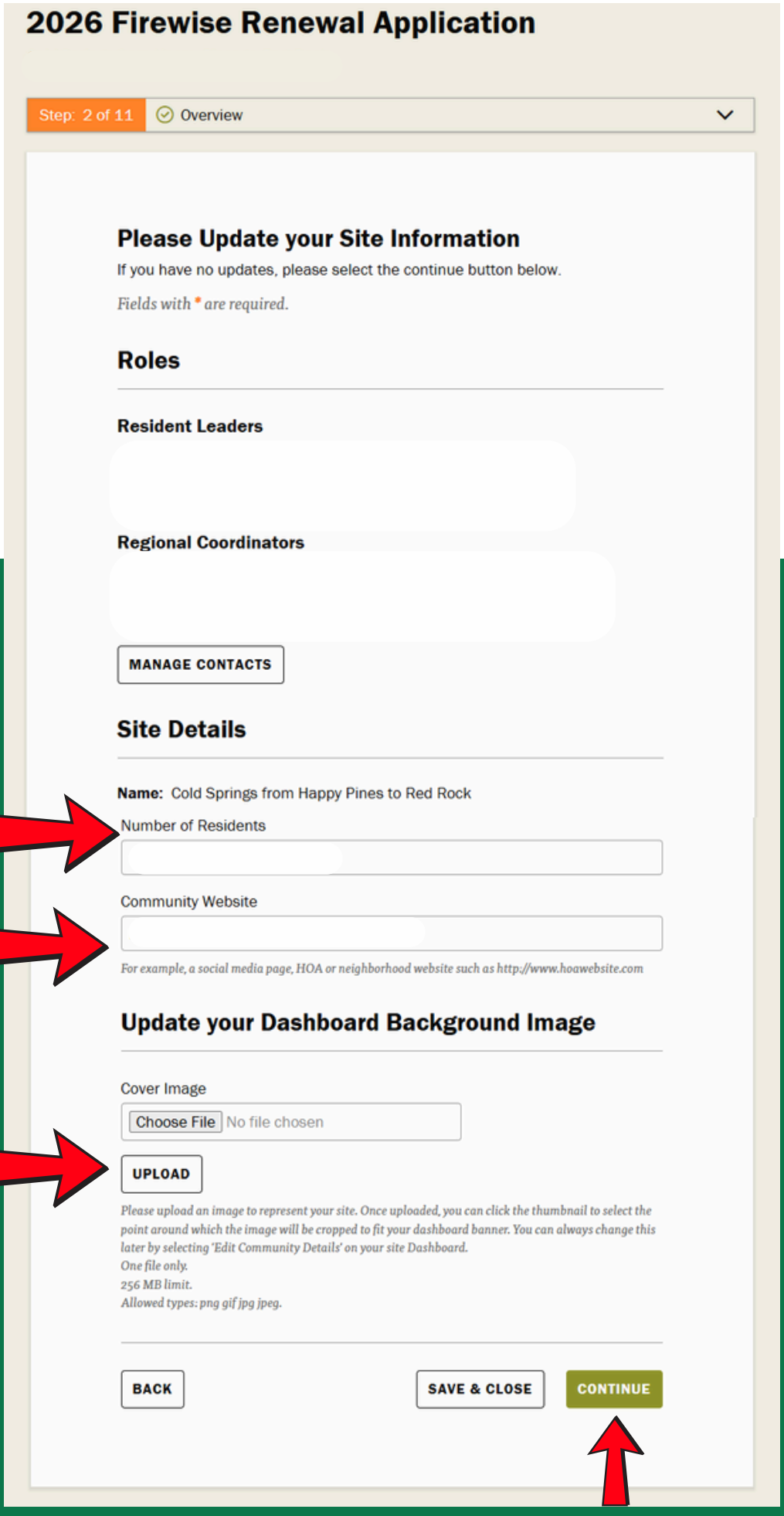
- Add your board/committee members as resident leaders.

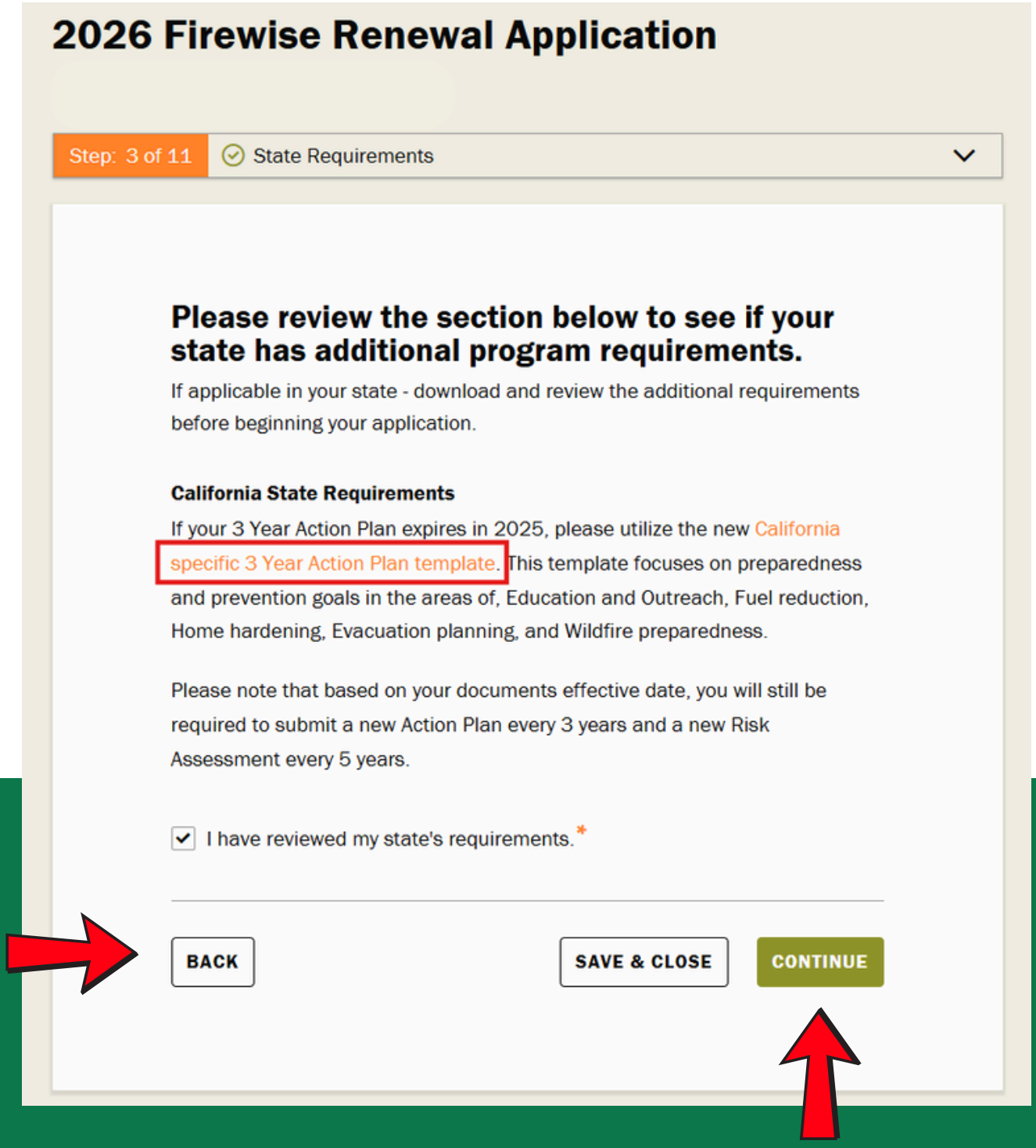
- Fill out Site Details. Please ensure the dwelling units and number of residents reported in this section **align with what is reported on your action plan** and risk assessment.

- Add a background image if you'd like!

IMPORTANT!
If dwelling units or number of residents have changed, changes may require a new Community Risk Assessment and 3-year action plan.

When you are finished, click the continue button.





STEP INSTRUCTIONS:

This step is informational to let California participants know that you must use the California Action Plan template. Review the statement, download the template, check the acknowledgement button, and hit continue.

STEP INSTRUCTIONS (No Changes to boundries):

STEP INSTRUCTIONS:
Read and review the state requirements for the Firewise Site Boundary.

- Review your Firewise USA site boundary. Please update your boundary if it has changed since last year. For example, has your site added or removed any participating homes (dwelling units)?

Site Boundary Tips:

- If you do not have any updates or changes to your community's boundaries you only need to review and select continue.

2026 Firewise Renewal Application

Step: 4 of 11 | Site Boundary

Firewise Site Boundary Review

Let's review your Firewise USA site boundary. Please update your boundary if it has changed since last year. For example, has your site added or removed any participating homes (dwelling units)?

*Fields with * are required.*

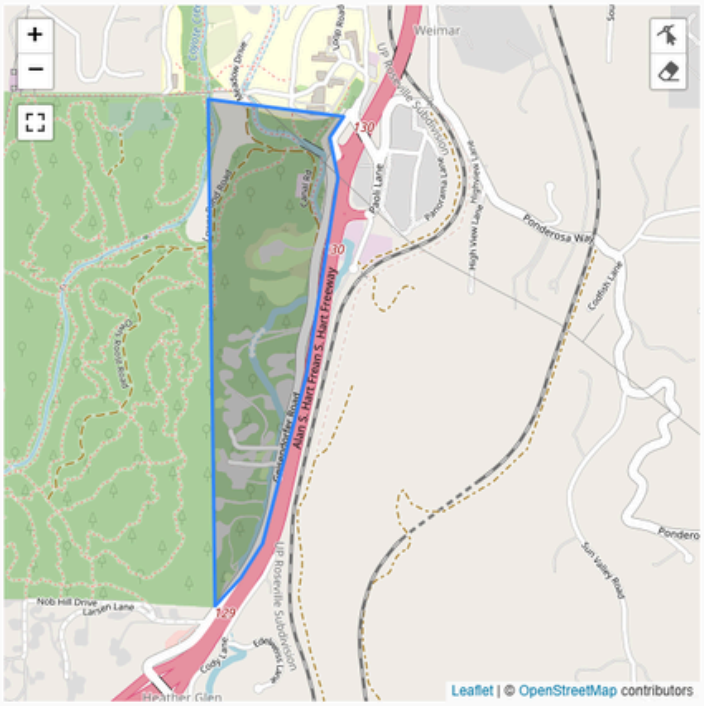
Has your site boundary or the number of dwelling units changed since last year?*

- ○ Yes
- ◉ No

Click continue at the bottom

Boundary Map*

Use Edit Boundary to modify your existing site boundary, select Finish when you are done. Refer to the **Mapping Tool Instructions** below for step-by-step guidance on using each tool.



▼ **Mapping Tool Instructions**

Draw Polygon
Click on the map to start drawing your boundary. Click at each corner, then click the starting point (or double-click) to finish the shape.

Edit Boundary
Click to enter edit mode. Drag the points on the boundary line to adjust the shape until it matches your site. Right click on any point to remove it.

Remove Boundary
Use this to delete the current boundary shape so you can start over and draw a new one. Select the delete icon, then click your boundary to remove it. When finished, click Finish.

BACK | SAVE & CLOSE | CONTINUE

STEP INSTRUCTIONS (with Changes to boundries):

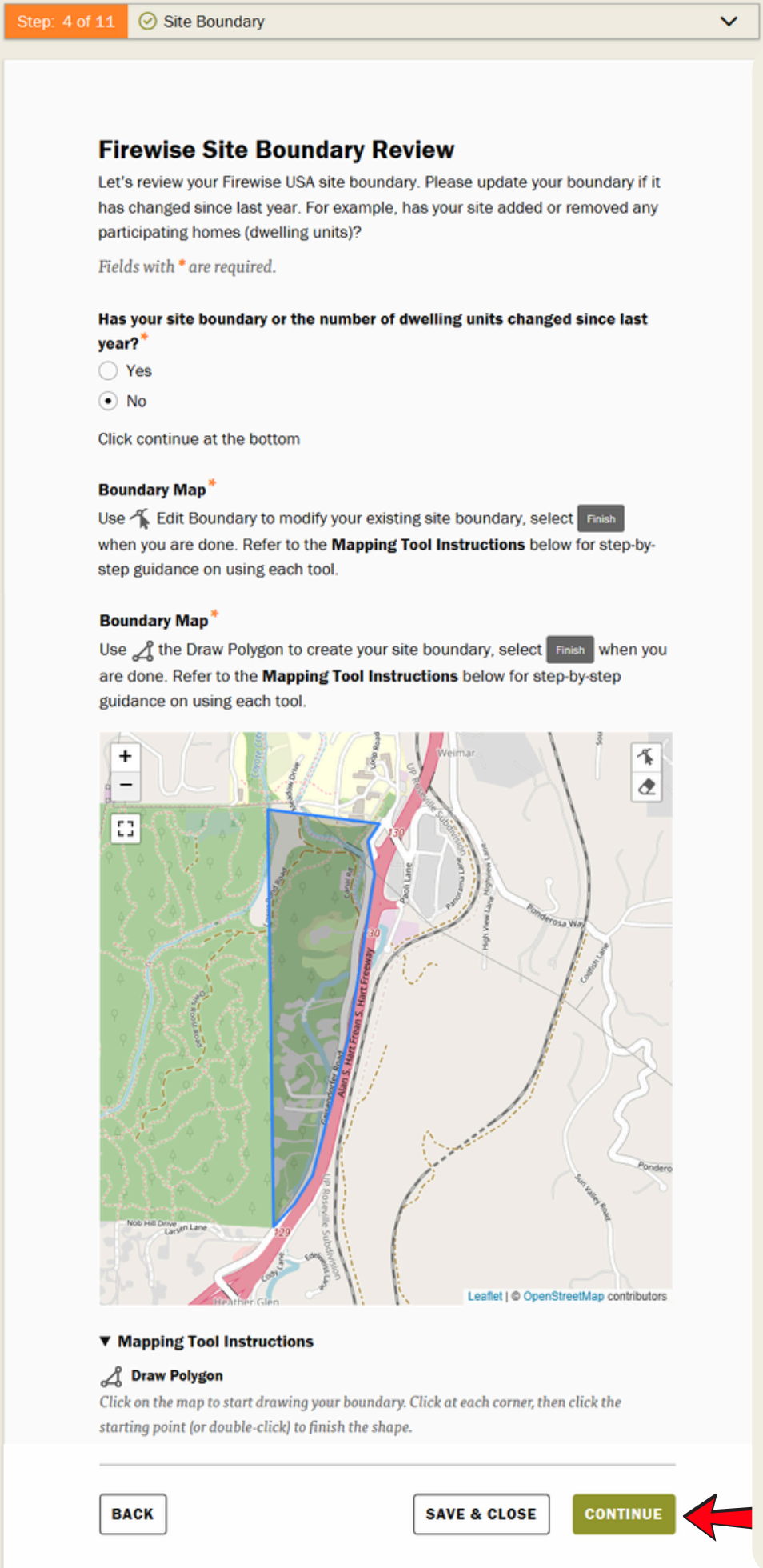
STEP INSTRUCTIONS:
Read and review the state requirements for the Firewise Site Boundary.

- Review your Firewise USA site boundary. Please update your boundary if it has changed since last year. For example, has your site added or removed any participating homes (dwelling units)?

Site Boundary Tips:

- If you do not have any updates or changes to your community's boundaries you only need to review and select continue.

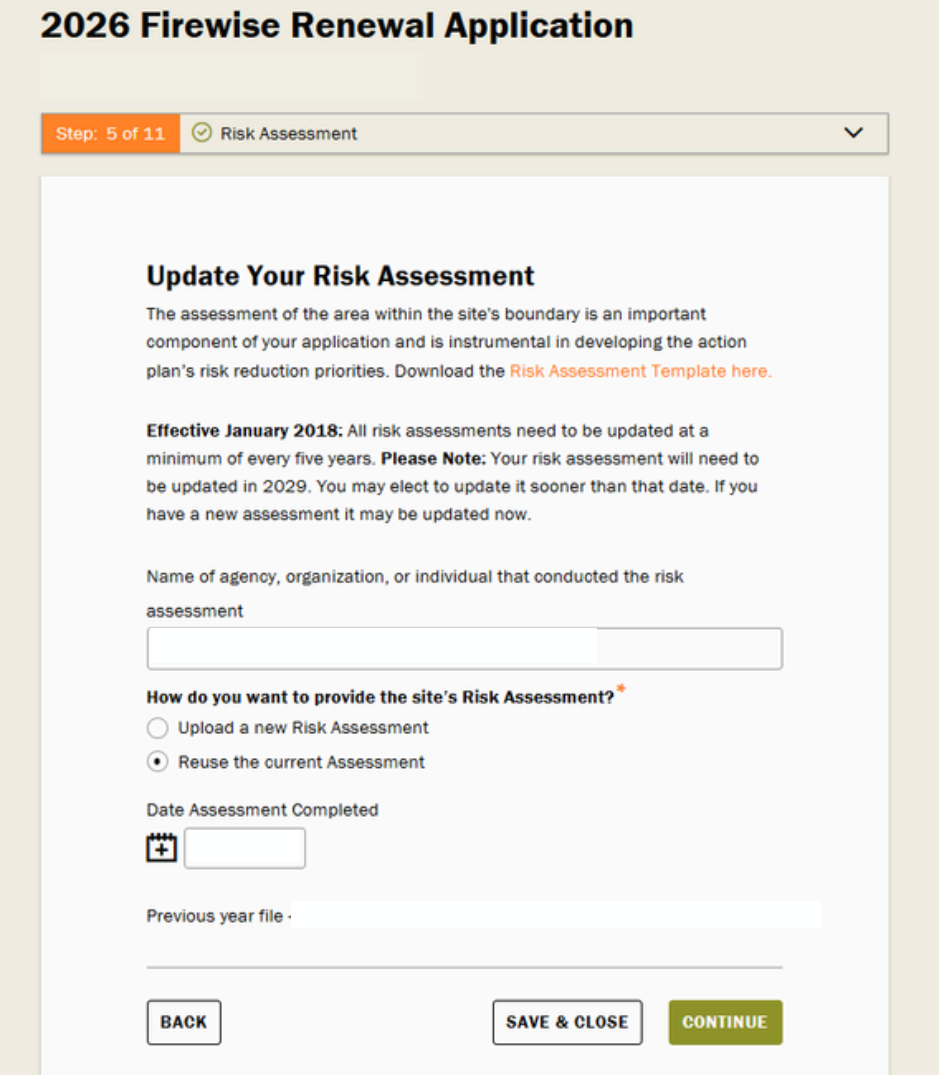
IMPORTANT!
Site boundary changes will require a new Community Risk Assessment and 3-year action plan.



STEP INSTRUCTIONS:

This step is for you to upload your complete risk assessment. Risk assessments must be completed every 5 years. When it is time for you to update, please be sure to use the most recent risk assessment form. Failure to do so will result in your renewal application being rejected.

If your risk assessment is not due for an update, please check the Reuse the current assessment radial button.

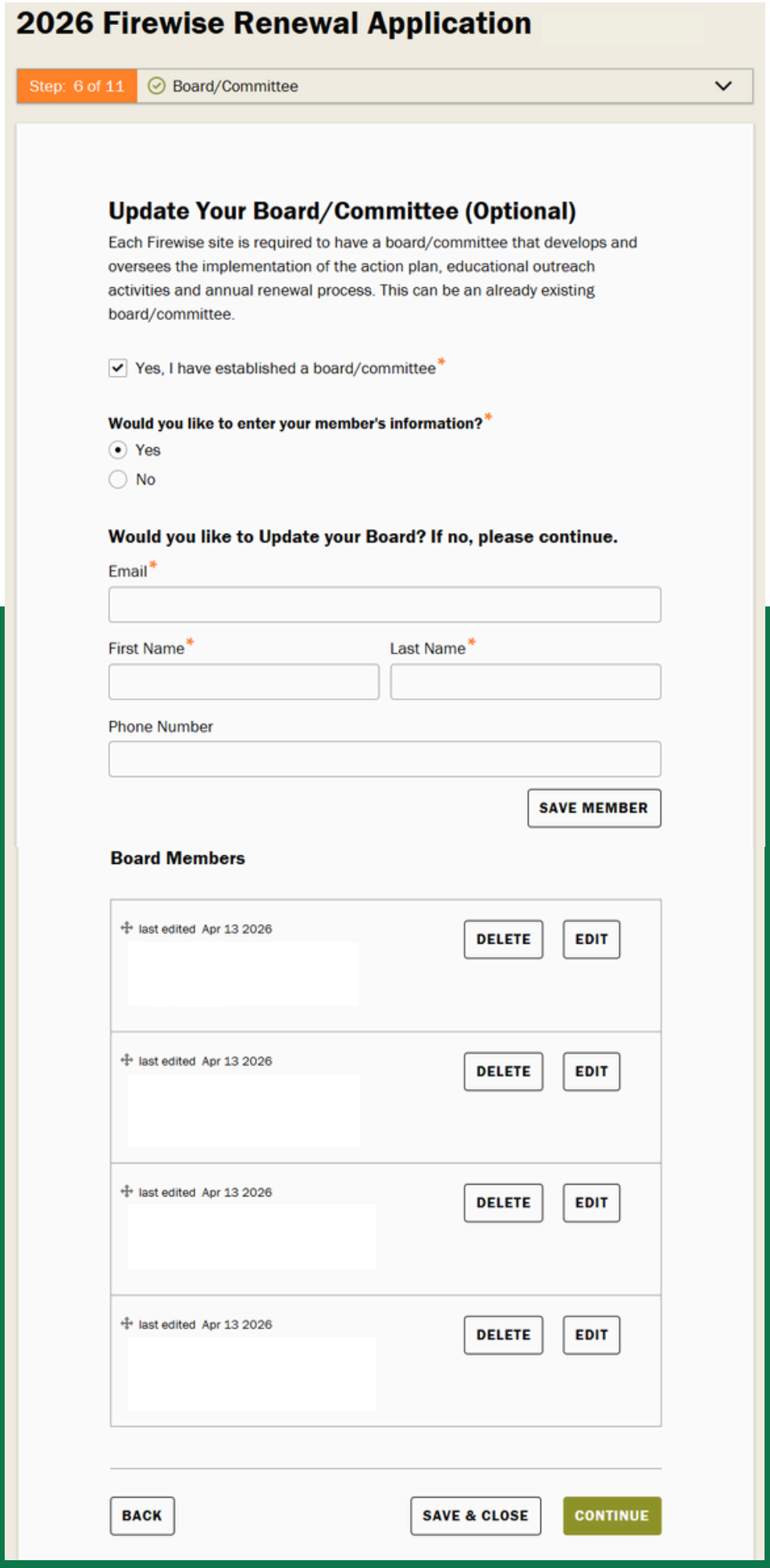


Risk Assessment Tips:

- Use the current risk assessment template.
- CAL FIRE recommends when you save your Risk Assessment, please include the date complete in the file name.
- Please upload as one document; do not split the pages and upload each page.

STEP INSTRUCTIONS:

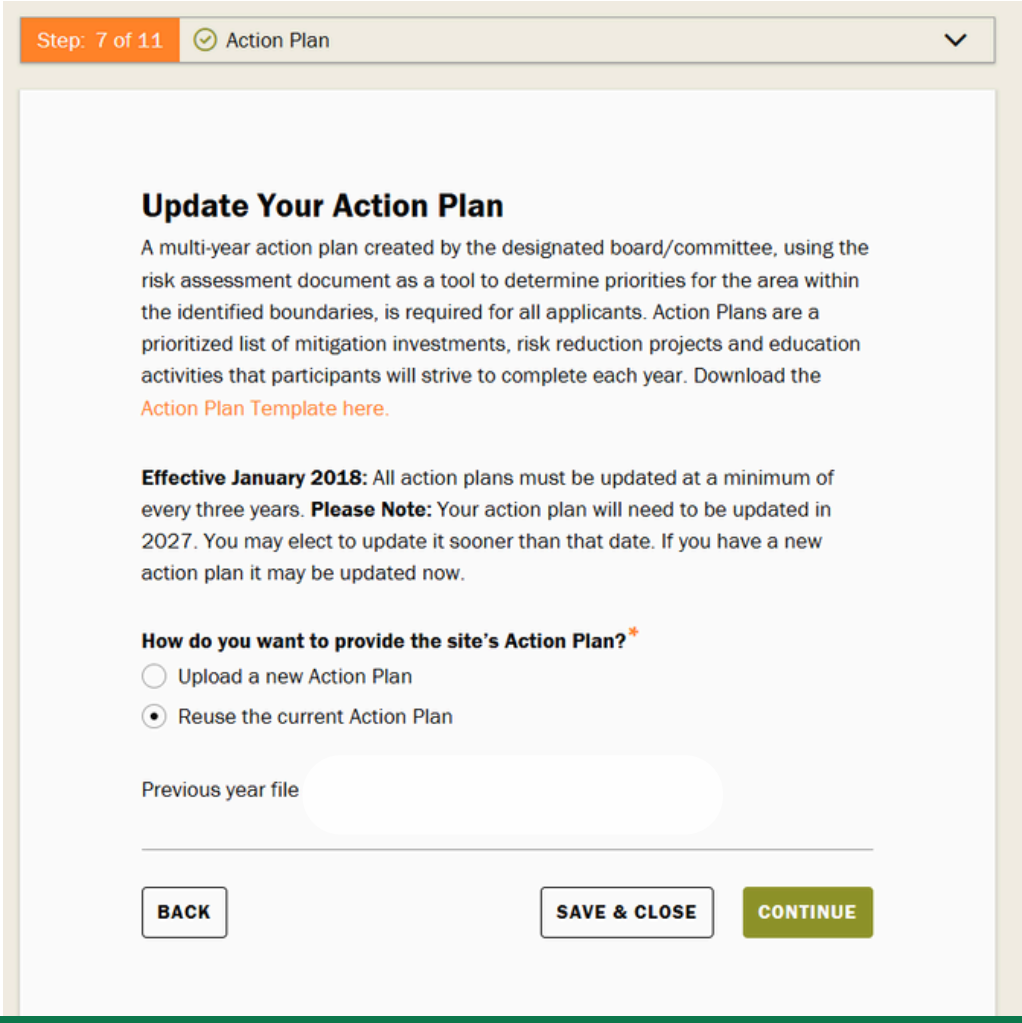
If you didn't add your board members as additional resident leaders in Step 2, you can add them in this section. Once you have successfully added them, they will be displayed in the Board Members section.



STEP INSTRUCTIONS:

This step is for you to upload your completed action plan. Action Plans are a prioritized list of mitigation investments, risk reduction projects, and education activities that participants will strive to complete each year. Action plans must be updated every three years.

If your action plan is not due for an update, please check the Reuse the current Action Plan radial button.



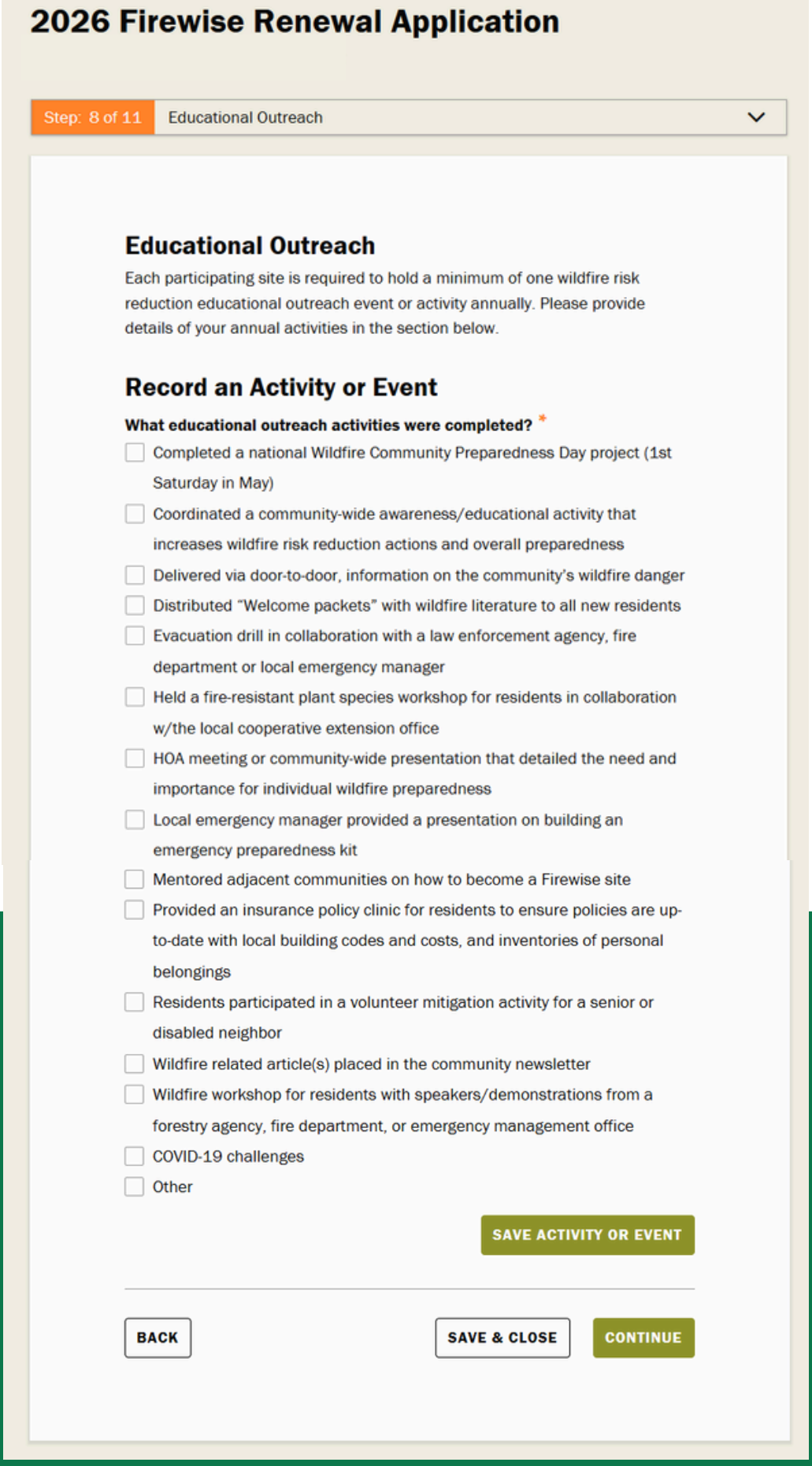
Action Plan Tips:

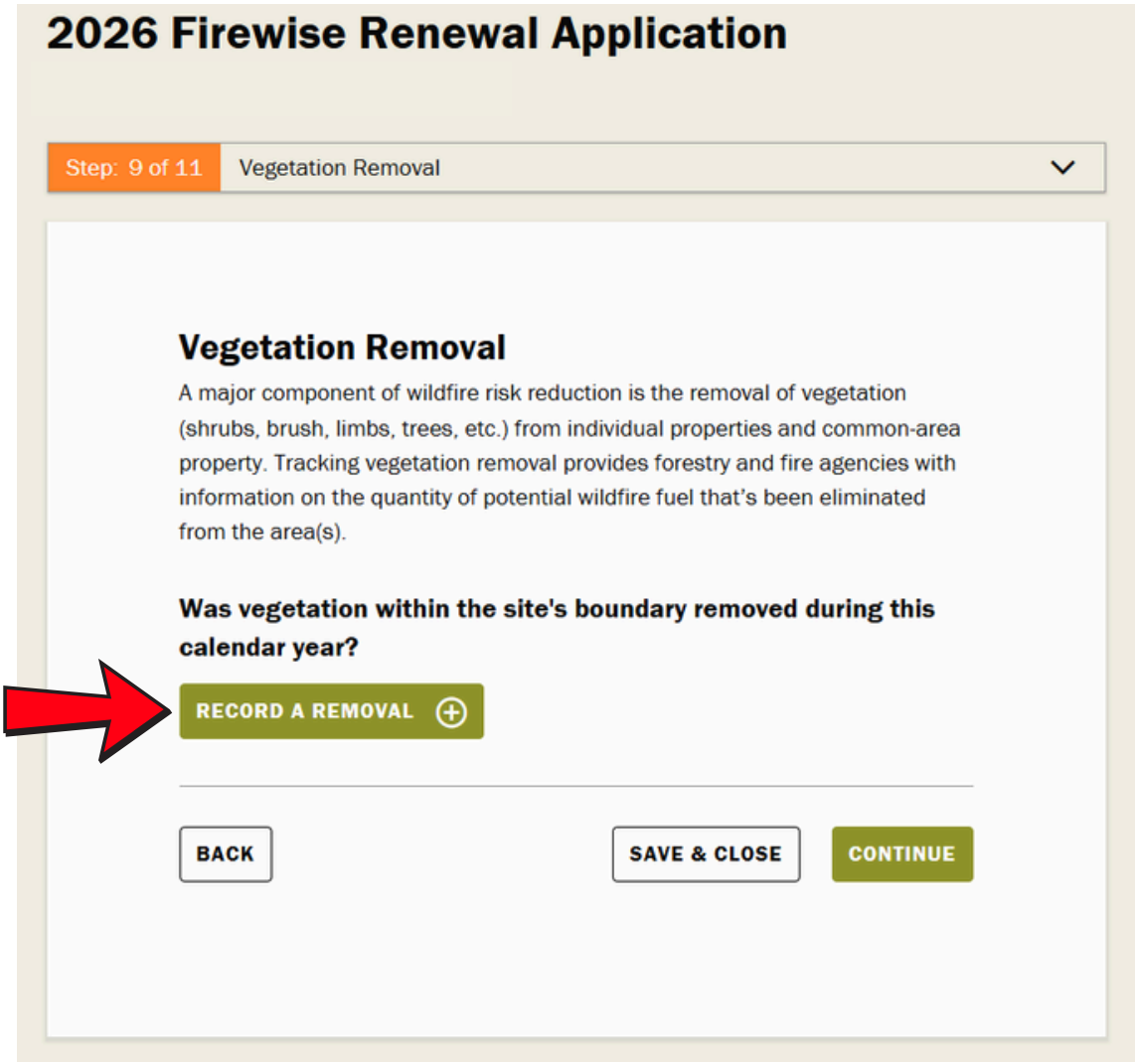
- Use the current California Action Plan template available at This must be the pdf version that was revised in early 2025.
- Please upload as one document; do not split the pages and upload each page.

STEP INSTRUCTIONS:

Please use this step to report on your community's outreach activities by checking the activity box your community completed during this year. Each participating site is required to hold a minimum of one wildfire risk reduction educational outreach event or activity annually.

When you have made your selection, click the Save Activity or Event button.





STEP INSTRUCTIONS:

Please use this step to record your community's vegetation removal activities from this year.

To begin, click the Record a Removal button and enter the relevant information.

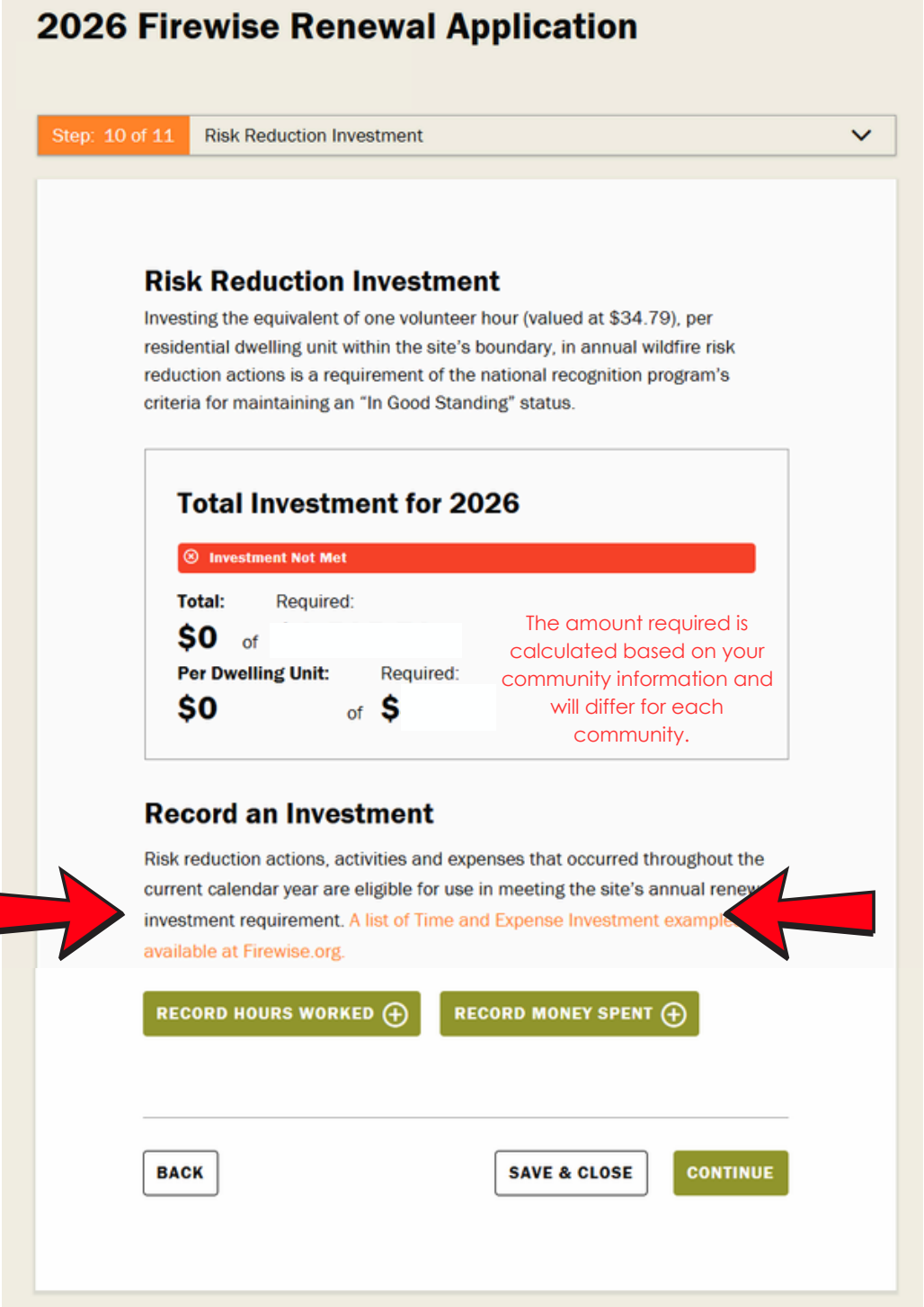
STEP INSTRUCTIONS:

Please use this step to record your community's risk reduction actions, activities, and expenses from this year.

To begin, click either the Record Hours Worked button or the Record Money Spent button and start entering your community's investments for this year.

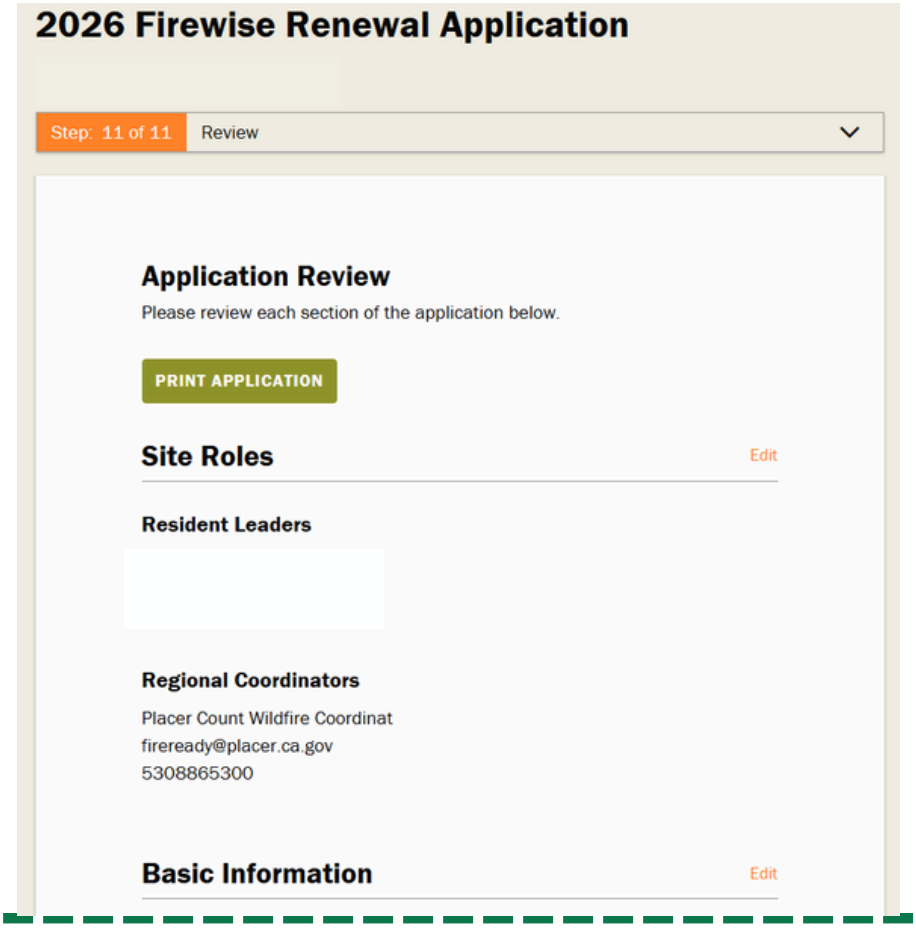
Record Hours Worked – Enter Hours Worked for the Following Categories: Dwelling Unit, Landscaping (up to 100ft from Dwelling Unit), Common Areas, Miscellaneous

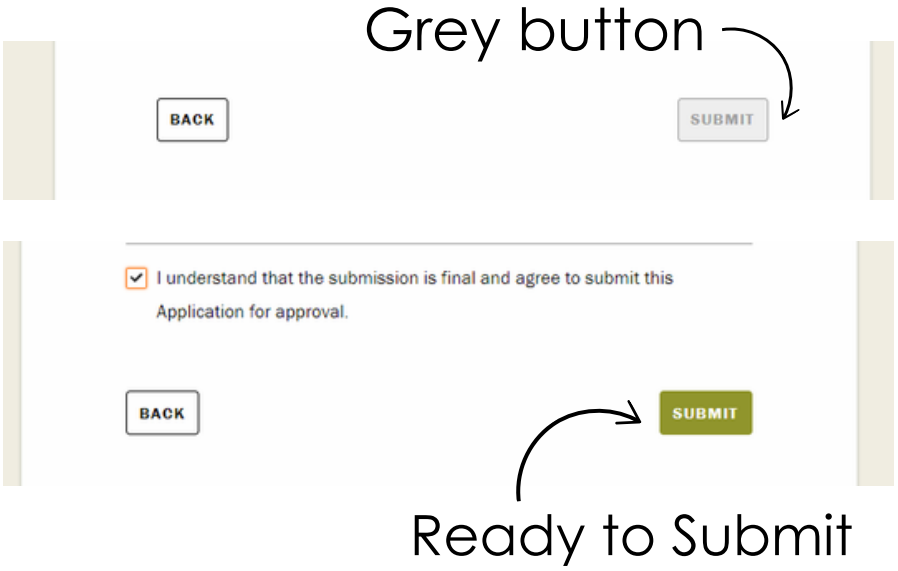
Record Money Spent – Enter costs spent for the following categories: Chipper, Other Equipment, Contractor, Home Improvement, Landscaping, Miscellaneous, Mileage



STEP INSTRUCTIONS:

This final step of the renewal application is for you to review the information you entered and confirm everything is correct before it's submitted. After you complete and submit the application, it will go into the review queue. State liaisons and NFPA staff will check the applications to make sure all the criteria are met. If there are any questions or concerns, they'll send the application back with tips on what to do next. If everything checks out, it'll be approved, and you'll get an email notification with a link to your updated Certificate of Recognition.





TIP:

The most important part of this step is hit the SUBMIT button when you are satisfied with the information in your application. If the button is grey, your community has not meet the annual requirements yet, please address any incomplete sections and check the agree box to release the button

NOTES



AGOURA HILLS FireSafe COUNCIL

LET'S WORK TOGETHER

Thanks to Placer County for sharing this document

COUNTY OF Placer

NFPA

FIREWISE USA®

RESIDENTS REDUCING WILDFIRE RISKS