

Firewise Leaders,

You will need to submit your renewal to the Firewise USA program by Friday, November 17. Here is the link to the renewal page <https://portal.firewise.org/user/42081>. The renewal process is fairly simple. We have created some guidance to help you through the process. For anyone who prefers to collect their own data from residents and report the requested information in a different way, you are welcome to do so.

Basic Information

The renewal form begins by asking you to confirm information that you have reported in the past. You may have changed contact information or added new leadership names.

Risk Assessments and Action Plans

The form will tell you if you need to submit a new risk assessment or action plan. If you need assistance, please contact <mailto:jpoulson@firesafemarin.org>. For those who need to submit a new action plan this year, we have created an action plan template (attached) based on the Universal Firewise Activities that you can submit. We can also lead you through the risk assessment which is not difficult to complete.

Educational Outreach

We hope that all of our Firewise sites have been adhering to the “Universal Firewise Actions.” If so, it should be easy to check multiple categories when asked to select completed “Educational Activities or Events.”

Vegetation Removal and Volunteer Hours Spreadsheet

All of you have done vegetation removal. We have created an optional use spreadsheet to help you calculate the required information on the form (see bottom of this page)

<https://firesafemarin.org/programs/firewise-usa/annual-firewise-usa-renewal-process/#gsc.tab=0>

SPREADSHEET INSTRUCTIONS: Fill in following values on the spreadsheet:

- 1) number of homes in your firewise site
- 2) number of curbside pickups and cubic yards reported to you by Fire Safe Marin
- 3) any additional volunteer hours that you tracked.

Formulas are already inserted to give you the totals you need to report to Firewise USA. You simply need to report the total cubic yards of vegetation removed and the number of volunteer hours worked. If you know the amount of additional dollars spent on contractors, materials, home improvements, etc. you can add this or leave blank.

After you have submitted this information you will be sent to the “Record an Investment” page. The easiest way to complete this page is to record the “Hours Worked” under two categories. Time spent on filling green cans and curbside pickup can be entered under “Landscaping 0-100 ft. from Base of Dwelling Unit.” Hours related to “Meetings, presentations, program administration, home site visits etc.” can be recorded under “Miscellaneous.”

If you are recording “Money Spent” you will need to know what categories of spending were reported to you. For example: Contractor, Home Improvement, Landscaping, etc.