



Homeland
Security

**G&T Information Bulletin
No. 219 September 18, 2006**

TO All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Training Points of Contact

FROM: Tracy A. Henke
Assistant Secretary

SUBJECT: Training Information Reporting System – “Web-Forms”

Web-Forms is an electronic form/data management system built to assist the State Administrative Agency (SAA) and the State/Territory Training Point of Contact (TPOC) with the reporting of training information not provided by G&T. In FY 2006, Web-Forms was moved from a public domain to an SAA/TPOC Toolkit located in the administrative side of www.firstrespondertraining.gov/admin. Usernames and passwords, along with instructions on new features and usage, were provided to each SAA and TPOC in December 2005.

The FY 2006 Homeland Security Grant Program (HSGP) Program Guidance and Application Kit, pages 36 – 38, provides grantees with instructions on how to use Web-Forms. All training supported with G&T grant funding, other than G&T provided training¹, must be reported through the Web-Forms system. As a condition of award, G&T requires all SAAs to ensure that the appropriate training is reported. The information collected through Web-Forms is used to provide internal and external partners/stakeholders with a representation of the level of training that has been delivered nationwide, and is vital to developing future training program goals.

To date, there is limited use of the Web-Forms reporting system. Through this Information Bulletin, G&T is reminding all SAAs of the requirement and is requesting that all qualified training since **January 1, 2006** be entered into Web-Forms by **December 31, 2006**. Furthermore, SAAs must ensure that all future training is reported through Web-Forms within 30 days after delivery of the training course. G&T will cross-reference data provided through the Grants Reporting Tool (GRT) to certify compliance. Again, this is imperative to provide partners/stakeholders information on level of training and in the development of future training program goals.

If you are having trouble accessing www.firstrespondertraining.gov/admin, please email firstrespondertraining@dhs.gov. If you have any further questions, please contact your Preparedness Officer.

¹ G&T provided training is defined as “those courses or programs developed for and/or delivered by institutions and organizations funded directly by G&T”.