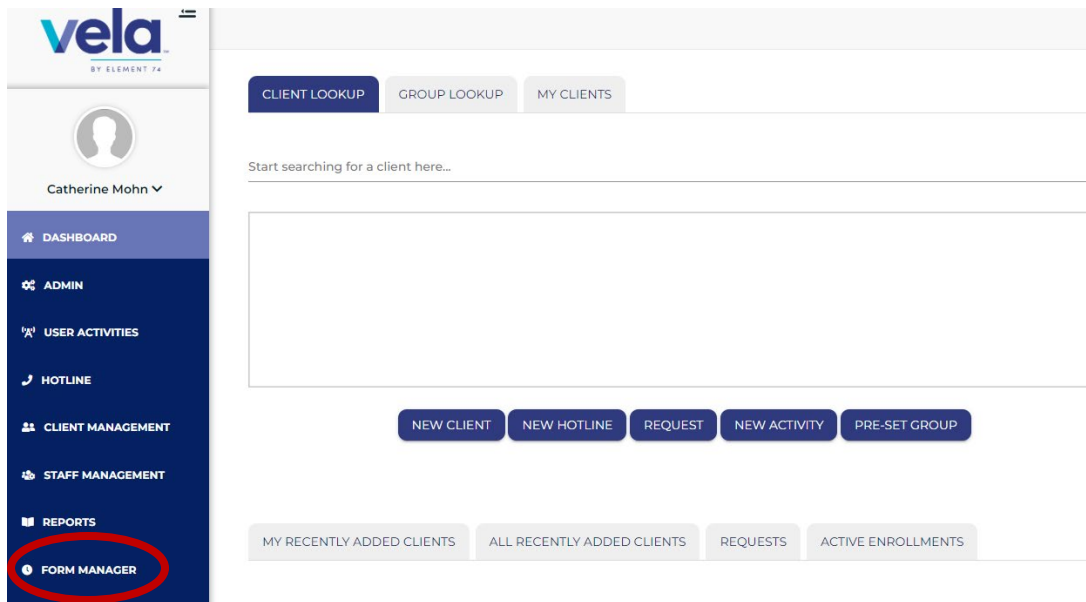


Submitting a Form Report on Vela – BIP/PBP

Step 1: Click on *Form Manager*.



Step 2: Under Form Categories find Sub Grantee Reporting and click on *View Forms*.

SUB GRANTEE REPORTING

6

VIEW FORMS

Step 3: Both the *BIP/PBP Annual Self Evaluation of Services Report* and the *BIP/PBP Biannual Report* should be located here. For each you will click *Submit Response*.



BIP/PBP Annual Self Evaluation of Services Report

SUBMIT RESPONSE

SUMMARY | VIEW SUBMISSIONS

VIEW FORM DASHBOARD

STATUS



BIP/PBP Biannual Report

SUBMIT RESPONSE

SUMMARY | VIEW SUBMISSIONS

VIEW FORM DASHBOARD

STATUS