



Evidence of Expense Tracking, Match Obligation, and Record Retention

Subgrantees must submit the following required documentation for the Project Plan Milestone.

1. Detail the subgrantee's applicable internal policies, procedures, and controls to manage expenses and matching contributions for the project.

2. Name the subgrantee's accounting system and describe its capabilities in implementing the items detailed in question 1 as well as BEAD program requirements.

3. Describe the subgrantee's system and procedures for record retention, including a written record retention schedule.