



BEAD Program Technical Assistance Resource

BEAD Match Template

Resource Version:

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1	6/24/2025

Resource Details:

Category	Allowable Costs, Match, Cost Evidencing
Summary	This document goes over the BEAD Match Template: what it is, where it's accessed, how to complete and submit it.
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FAST FAQs

What is the BEAD Match Template?

The BEAD Match Template is an [Excel document](#) where PSC BEAD Subrecipients document their match expenses by filling in specific expense information.

Is it required?

Yes, the BEAD Match Template is required whenever a subrecipient is documenting project expenses towards the Match portion of their total project cost. Documentation of match is required to reach certain project milestones.

Where can I obtain a copy of the BEAD Match Template?

The template can be downloaded [here](#); it is also posted on the [PSC BEAD Webpage](#).

How many templates will I need to complete?

It is recommended that subrecipients complete a single template for all the match required to meet the milestone match in your grant agreement. For example, submit a single BEAD match template that documents 25% of the required match to meet milestone four and then later submit a second BEAD match template to document an additional 25% match to meet milestone six that requires 50% match.

Do I need to submit a template for each of my projects?

Yes, you will need to submit individual templates for each of your BEAD projects.

Where do I submit my completed Match Template?

Your BEAD Match Template should be uploaded as an attachment to your BEAD Match Expense submissions in the “Expenses” tab of your project in the Grants Management System (GMS). See also the BEAD Cost Evidencing [Webinar](#) and [Slides](#) which show step-by-step instructions for submitting expenses.

BEAD Match Template: Overview

Below is a list of the fields in the template and a description of each.

- *Project name* – Select project from dropdown
- *Vendor/Cost Name* – Enter the name of the vendor on the invoice; if internal labor, put “Internal Labor (Entity Name), if other provide a short name
- *Date* – Enter date of invoice, or the date or date-range of labor. If in-kind, provide the date or date-range the good/service was used on this project.

[BEAD Match template table fields continued...]

- Invoice#, Document ID – Enter the invoice number or document ID number (or relevant document name)
- Good/Service Description – Enter the description of what was purchased, the work that was completed, or the in-kind contribution.
- Match Type – Choose from dropdown (Cash or In-kind)
- Match Source – Enter in the source of the Cash or In-kind contribution (ex. Subrecipient/grantee name, township). If "In-kind" for Match Type, be sure to also attach valuation methodology with expense submission.
- Cost Total – Enter the total amount on the invoice or total cost.
- Match Amount – Enter the amount to apply towards project match.

Applicable BEAD Match Requirements

- It is recommended that subrecipients complete a single template for all the match required to meet the required milestone match.
- All costs listed here must reflect the actual paid purchase price of the eligible expenses, or the in-kind contributions must provide sufficient valuation methodology.
- All matching costs follow all applicable eligible cost rules outlined in the BEAD grant agreement, including Build America, Buy America (BABA).
- No costs shall be allocated to the match amount that was previously submitted as expenses.
- Underlying invoices/receipts are not required with this submission; however, the Commission retains the authority (per section 6 and 10 of the grant agreement) to request underlying documentation at any time or as part of monitoring activities.
- For In-kind match a valuation methodology is required to be attached.
- All match must meet the following criteria (source: [NTIA BEAD Match Primer](#)):
 - 1) Verifiable from the non-federal entity's records;
 - 2) Not included as contributions for any other federal award;
 - 3) Necessary and reasonable to accomplish project or program objectives;
 - 4) Allowable under subpart E of CFR 200.306;
 - 5) Not paid by the federal government under another federal award; unless specifically allowable in the BEAD program guidance;
 - 6) Provided for in the approved budget when required by the federal awarding agency; and
 - 7) Conform to other provisions of 2 CFR 200.306, as applicable.

Additional Resources:

[PSC BEAD Webpage](#)

[BEAD Match Template](#)

BEAD Cost Evidencing: [Webinar](#) | [Slides](#)

[NTIA BEAD Match Primer](#)

[NTIA BEAD Frequently Asked Questions Section 4 Cost Sharing and Matching](#)