

Title VI Spending Guide

About

Title VI programs are funded through Part A/B and/or Part C grants for the provision of nutrition, supportive services, and caregiver support services for American Indian, Alaskan Native, and Native Hawaiian elders. The purpose of this guide is to help identify the many ways that these funding options may be used to support Title VI operations.

The supplies and services described in this guide do not represent a complete list of every type of allowable expense for Title VI programs. They are a compilation of the most common expenditures found throughout Title VI operations. The descriptions in (parentheses) provide additional information or examples. Please let us know if you have any questions or require clarification about fiscal policy, categories, items, or expenditures not covered in this guide.

How to Search

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Special Requirements & Funding Acronyms

- (1)* If allowed by tribal policies and procedures.
- (2)* Requires ACL approval prior to purchase (*Any single supply or equipment purchase over \$5,000*).
- Part A/B Title VI - Nutrition and Supportive Services
- Part C Title VI - Caregiver Support

Congregate Meals

Supplies & Equipment

Funding

Carbon Monoxide/Smoke Detectors	Part A/B
Cook & Kitchen Uniforms	Part A/B
Cooking Caps or Hairnets	Part A/B
Cut Resistant Safety Gloves	Part A/B
Cutting Boards	Part A/B
Dining Room Chairs	Part A/B
Dining Room Tables	Part A/B
Dish Drying Rack (commercial)	Part A/B
Dishware (regular, adaptive)	Part A/B
Dishwasher (2)* (commercial)	Part A/B
Dishwashing Gloves	Part A/B
Fire Extinguishers	Part A/B
First Aid Kits (for restaurants, kitchens)	Part A/B
Fishing Gear & Tackle (lures, nets, reels, rods)	Part A/B
Flatware (regular, adaptive)	Part A/B
Food Prep Counter	Part A/B
Food Processor	Part A/B
Food Storage Containers & Resealable Bags	Part A/B
Freezer (2)* (commercial)	Part A/B
Gas or Electric Grill	Part A/B
Gloves & Masks (disposable or reusable)	Part A/B
Handwashing Sink (dedicated)	Part A/B
Hot Food Holding Cabinet	Part A/B
Ice Maker	Part A/B

Congregate Meals

Supplies & Equipment (cont.)

Funding

Kitchen Fire Suppression System	Part A/B
Kitchen Knives & Sharpening Tools	Part A/B
Microwave	Part A/B
Mixer	Part A/B
Napkins	Part A/B
Oven Mitts & Pott Holders	Part A/B
Oven/Stove (2)* (commercial)	Part A/B
Range/Ventilation System (2)* (commercial)	Part A/B
Recycling Bins	Part A/B
Refrigerator (2)* (commercial)	Part A/B
Safety Displays & Posters	Part A/B
Salad Bar	Part A/B
Serving Utensils	Part A/B
Shelving	Part A/B
Sink (manual dishwashing/compartments, dedicated hand washing)	Part A/B
Slicer	Part A/B
Sneeze Guards	Part A/B
Steam Cooker	Part A/B
Steam Table (2)*	Part A/B
Storage Racks	Part A/B
Table Linens	Part A/B
Temperature Log Charts	Part A/B
Thermometers (food, room, refrigerator, freezer)	Part A/B
Trash Bins	Part A/B
Washer/Dryer (2)* (for uniforms, wash cloths, towels)	Part A/B

Home-Delivered & Grab-and-Go Meals

Supplies & Equipment

Funding

Aluminum Foil Pans	Part A/B
Aluminum/Plastic Wrap (including cutters and holders)	Part A/B
Catering and To-Go Bowls	Part A/B
Concession Food Bags	Part A/B
Cooler Bags	Part A/B
Cutlery (plastic or reusable)	Part A/B
Delivery Uniforms (including headwear, safety vests, shoes)	Part A/B
Food Packaging Tape	Part A/B
Food Pan Carriers (including parts and accessories)	Part A/B
Food Wrap (aluminum, plastic)	Part A/B
Hot/Cold Packs	Part A/B
Insulated Food Catering/Delivery Bags	Part A/B
Labels & Stickers	Part A/B
Lunch Bags	Part A/B
Lunch Boxes	Part A/B
Paper and Plastic Bakeware	Part A/B
Pizza Boxes (including accessories)	Part A/B
Serving Utensils (plastic or reusable)	Part A/B
Shopping Bags	Part A/B
Soufflé/Portion Cups and Lids	Part A/B
Take-Out Boxes/Containers	Part A/B
Take-Out/To-Go Bags	Part A/B
Tamper Evident Packaging	Part A/B
Temperature-Controlled Delivery Vehicle Upfits	Part A/B

Gardening

Supplies & Equipment

Funding

Fertilizer	Part A/B
Garden Fork (spade, pruners, shears, hand trowel, shovel, rake, hoe)	Part A/B
Garden Gloves	Part A/B
Garden Tiller	Part A/B
Pest Control Products (if necessary)	Part A/B
Plant Markers (twine, ties)	Part A/B
Seeds (seedlings, plants)	Part A/B
Soil (mix, compost, topsoil)	Part A/B
Testing Kits (soil pH, water quality)	Part A/B
Water Can (hose, sprayer nozzle)	Part A/B
Weeder (mulch, gravel, weed barrier)	Part A/B
Wheelbarrow (garden cart)	Part A/B

Gardening

Construction & Maintenance

Funding

Aquaponic Garden (fish, fish tanks, grow beds, feeder, plumbing)	Part A/B
Container Garden (pots, hanging baskets, window boxes)	Part A/B
Expert Consultation (preconstruction and/or ongoing advisor)	Part A/B
Greenhouse (structure, foundation, benches, shelving)	Part A/B
Hydroponic Garden (hydroponic system, reservoir, water pump)	Part A/B
Labor (garden staff)	Part A/B
Raised or Elevated Bed Garden (lumber, treated wood)	Part A/B
Vertical Garden (framework, felt, fabric pots, trellises, wall anchors)	Part A/B
Systems (cooling, heating, irrigation, lighting/grow lights, ventilation)	Part A/B

Caregiver Support

Supplies & Equipment

Funding

Adaptive Clothing (non-slip shoes/socks, wheelchair pants)	Part C
Adaptive Dishware (non-skid, non-slip, raised edges)	Part C
Adaptive Drinking Aids (holders, no spill, safe swallow, straws)	Part C
Adaptive Eating Utensils (angled, coated, weighted)	Part C
Adult Bibs/Clothing Protectors	Part C
Bath/Toilet/Shower Chairs and Grab Bars/Rails	Part C
Bathing Aids (long-handled washers, safety steps, wash gloves)	Part C
Bed Positioning Aids	Part C
Bedpans	Part C
Children's Clothing (for grandparents raising grandchildren)	Part C
Crutches and Accessories (covers, grips, pads)	Part C
Dressing Aids (for buttons, shoes, socks)	Part C
First Aid Kits/Equipment	Part C
Handwriting Aids (non-slip mats, pen/pencil grips)	Part C
Incontinence (cloths, liners, pads, protective underwear, wipes)	Part C
Lift Chairs	Part C
Lifts/Ramps and Railing (exterior, interior)	Part C
Mattress Overlays	Part C
Medication Reminders (clocks, medication dispensers)	Part C
Mobility Devices (rollators, transport chairs, walkers, wheelchairs)	Part C
Overbed Tables	Part C
Pads/Wraps	Part C
Pagers/Safety Alarms	Part C
Pill Organizers	Part C

Caregiver Support

Supplies & Equipment (cont.)

Funding

Pillows	Part C
School Supplies (for grandparents raising grandchildren)	Part C
Seat Cushions	Part C
Sitting/Standing Aids (bars, canes, handles, poles, rails, straps)	Part C
Skin Health (cleansers, creams, lotions)	Part C
Transfer Aids (disks, belts, boards, lifters, slides, slings)	Part C

Caregiver Support

Home Maintenance

Funding

Minor Damage/Health Hazard Removal (asbestosis, mold, water)	Part C
Minor Repairs (AC/HVAC, clogs/leaks, electrical, insulation)	Part C
Pest Removal	Part C
Safety Enhancements (ramps, railing)	Part C
Snow Removal	Part C
Yard Work (leaf removal, mowing)	Part C

Caregiver Support

Provider Assistance

Funding

Events (caregiver outreach events)	Part C
Professional Counseling	Part C
Respite Care (including adult day programs)	Part C
Summer Camp (for grandparents raising grandchildren)	Part C

Caregiver Support

Provider Assistance (cont.)

Social Support Groups

Funding

Beading (jars, magnifiers, mats, needles, scissors, scoops, thread)	Part C
Quilting (clips, cloth, mats, pins, rippers, rulers, thread, shears)	Part C
Talking Circles (coffee/tea, on site snacks, non-alcoholic drinks)	Part C

Elder Health & Wellness

Programs

Funding

Educational Workshops (cooking, health, nutrition)	Part A/B Part C
Fitness Classes (aerobic/resistance training, dancing, swimming)	Part A/B Part C
Group Activities (board games, community gardening)	Part A/B Part C
Group Clubs (book, walking)	Part A/B Part C
Group Therapy (art, music, pet)	Part A/B Part C
Gym Membership	Part A/B Part C
Social Events (farm/nature preserve visits, museum tours)	Part A/B Part C

Transportation

Purchase, Repair & Enhancements

Funding

Accessibility Enhancements (handles, ramps, steps)	Part A/B Part C
Emergency Roadside Assistance (battery, repair, towing)	Part A/B Part C
Gasoline, Oil, & Other Automotive Fluids	Part A/B Part C
New/Used Vehicle Purchase (2)*	Part A/B Part C
Safety Equipment (dash/rear cameras, emergency kits, extinguishers)	Part A/B Part C
Title/Registration Fees	Part A/B Part C
Vehicle Accessories (floor mats, organizers)	Part A/B Part C

Transportation

Purchase, Repair & Enhancements

Interior & Exterior Maintenance

Funding

Chassis (body, exterior lights, locks, tires/wheels, windshield)	Part A/B Part C
Common Parts (belts, filters, fuses, pumps, spark plugs, wipers)	Part A/B Part C
Drive Train (including transmission)	Part A/B Part C
Engine/Components (including full replacement)	Part A/B Part C
Fluids (brake, coolant, oil, steering, radiator, transmission, washer)	Part A/B Part C
Interior (carpet/flooring, ceiling, lights, seats, upholstery)	Part A/B Part C
Systems (braking, cooling, electrical, exhaust, fuel, suspension)	Part A/B Part C

Office & Facilities

Supplies & Equipment

Funding

Bookcases	Part A/B Part C
Brochure Displays	Part A/B Part C
Building Security System (including external lighting)	Part A/B Part C
Bulletin Boards	Part A/B Part C
Business Cards	Part A/B Part C
Cabinets (filing, storage)	Part A/B Part C
Calculators	Part A/B Part C
Cameras (digital, film, security)	Part A/B Part C
Cell Phones (for work use only)	Part A/B Part C
Chairs (computer, desk, reception, table)	Part A/B Part C
Cleaning Supplies	Part A/B Part C
Clips (binding, paper)	Part A/B Part C

Office & Facilities

Supplies & Equipment (cont.)

Funding

Computer Mouse (including pad)	Part A/B Part C
Computers (desktop, laptop, tablet)	Part A/B Part C
Date Stamp	Part A/B Part C
Desks	Part A/B Part C
Disaster Kits	Part A/B Part C
Dry Erase Boards/Calendars	Part A/B Part C
Envelopes	Part A/B Part C
Erasers (dry, gum, rubber)	Part A/B Part C
Fax Machines	Part A/B Part C
File Folders	Part A/B Part C
First Aid Kits	Part A/B Part C
Handheld Two-Way Radios	Part A/B Part C
Headsets	Part A/B Part C
Internet/Phone Bills (for official business only)	Part A/B Part C
Keyboards	Part A/B Part C
Lighting (desk, floor, table lamps)	Part A/B Part C
Measuring Tape	Part A/B Part C
Medical Thermometers (including forehead)	Part A/B Part C
Microphones (dictation devices)	Part A/B Part C
Monitors (including stands)	Part A/B Part C
Notepads	Part A/B Part C
Paper (cardboard, printer, photo)	Part A/B Part C
Paper Shredders	Part A/B Part C
Photocopiers	Part A/B Part C

Office & Facilities

Supplies & Equipment (cont.)

Funding

Plungers	Part A/B Part C
Postage Stamps (for official business only)	Part A/B Part C
Printers (including photo)	Part A/B Part C
Projectors	Part A/B Part C
Rulers	Part A/B Part C
Safety Equipment (earplugs, masks, goggles, gloves)	Part A/B Part C
Scanners	Part A/B Part C
Scissors	Part A/B Part C
Software (accounting, general business, inventory)	Part A/B Part C
Speakers	Part A/B Part C
Staplers (including staples)	Part A/B Part C
Sticky Notes	Part A/B Part C
Storage Containers (cardboard boxes, plastic bins)	Part A/B Part C
Surge Protectors	Part A/B Part C
Tables (craft, meeting)	Part A/B Part C
Tape & Holders (adhesive, masking, duct, packing)	Part A/B Part C
Telephones	Part A/B Part C
Three Hole Punch	Part A/B Part C
Time Clocks (including biometric)	Part A/B Part C
Tissue	Part A/B Part C
Toilet Paper	Part A/B Part C
Trays	Part A/B Part C
Utilities (electricity, garbage pickup, natural gas, sewer, water)	Part A/B Part C
Webcams	Part A/B Part C
Writing Instruments (markers, pens, pencils)	Part A/B Part C

Office & Facilities

Construction & Building Services

Multipurpose Senior Center

Funding

Additions (2)* (dining room, garage/shelter, kitchen, office space)	Part A/B
Building Rental (2)*	Part A/B
Construction (2)* (including land purchase)	Part A/B
Exterior Extensions (2)* (smokehouse)	Part A/B
Maintenance (2)* (AC/HVAC, electrical, plumbing)	Part A/B
Professional Services (2)* (mold/water damage, inspection, pest)	Part A/B
Replacement (2)* (doors, windows, roof, siding)	Part A/B

Employees & Training

Benefits

Funding

Child Care (1)* (off-site, on-site)	Part A/B Part C
Compensatory Time Off (1)* (including travel)	Part A/B Part C
Fitness (1)* (gym membership, on-site gym, or fitness classes)	Part A/B Part C
Group Insurance (1)* (health, dental, life, disability)	Part A/B Part C
Hazard Pay (1)*	Part A/B Part C
Leave Without Pay (1)*	N/A
Paid Vacation (1)*	Part A/B Part C
Performance Awards (1)*	Part A/B Part C
Retirement Benefits (1)* (401(k), SEP IRA, SIMPLE IRA)	Part A/B Part C
Sick Days (1)* (paid, unpaid)	Part A/B Part C

Employees & Training

Travel Reimbursement

Official, Documented Travel

Funding

Delivery (1)* (personal vehicle gas/mileage)	Part A/B Part C
Home/Site Visits (1)* (personal vehicle gas/mileage)	Part A/B Part C
Hunting/Fishing (1)* (personal vehicle gas/mileage)	Part A/B
Official Events (1)* (personal vehicle gas/mileage)	Part A/B Part C
Training (1)* (airfare, car rental, boat, bus, lodging, taxi, train)	Part A/B Part C
Transportation (1)* (personal vehicle gas/mileage)	Part A/B Part C

Employees & Training

Salary or Volunteer Positions

Caregiver: Certified (contractor, full-time, part-time)

SAMPLES ONLY – NOT REQUIRED

Funding

Certified Nursing Assistant (CNA)	Part A/B Part C
Home Health Aide (HHA)	Part A/B Part C
Licensed Practical Nurse (LPN) (Licensed Vocational Nurse (LVN))	Part A/B Part C
Licensed Social Worker (LSW)	Part A/B Part C
Medical Social Worker (MSW)	Part A/B Part C
Occupational Therapist (OT)	Part A/B Part C
Physical Therapist (PT)	Part A/B Part C
Registered Nurse (RN)	Part A/B Part C
Speech Therapist (ST)	Part A/B Part C

Employees & Training

Salary or Volunteer Positions (cont.)

Caregiver: Not Certified (contractor, full-time, part-time)

SAMPLES ONLY – NOT REQUIRED

Funding

Care Manager	Part A/B Part C
Care Assistant	Part A/B Part C
Case Manager	Part A/B Part C
Chore Worker	Part A/B Part C
Companion	Part A/B Part C
Direct Support Professional	Part A/B Part C
Homemaker	Part A/B Part C

Employees & Training

Salary or Volunteer Positions

Facilities & Maintenance (contractor, full-time, part-time)

SAMPLES ONLY – NOT REQUIRED

Funding

Facilities Administrator (Facilities Manager/Supervisor)	Part A/B Part C
Facilities Program Analyst (Facilities Management Specialist)	Part A/B Part C
Facilities Planning Analyst	Part A/B Part C
Facilities Maintenance Analyst (Maintenance Technician)	Part A/B Part C
Driver	Part A/B Part C
Vehicle Mechanic (Automotive Technician)	Part A/B Part C
Custodian (Janitor)	Part A/B Part C

Employees & Training

Salary or Volunteer Positions (cont.)

Kitchen & Dining Room (contractor, full-time, part-time)

SAMPLES ONLY – NOT REQUIRED

Funding

Kitchen Manager (Chef)	Part A/B
Deputy Kitchen Manager (Sous-Chef)	Part A/B
Section Cook (Chef de Partie)	Part A/B
Vegetable Station (Entremetier)	Part A/B
Sauce or Sauté Station (Saucier)	Part A/B
Salad Station, Cold Kitchen (Garde Manger)	Part A/B
Swing Cook (Tournant)	Part A/B
Pastry Cook/Pastry Chef (Pâtissier)	Part A/B
Fish Station (Poissonier)	Part A/B
Grill Cook (Grillardin)	Part A/B
Cook, Line Cook (Cuisineur)	Part A/B
Junior Cook (Commis)	Part A/B
Dining Room Manager	Part A/B
Host/Hostess	Part A/B
Server	Part A/B
Busser	Part A/B

Employees & Training

Salary or Volunteer Positions (cont.)

Office & Support (contractor, full-time, part-time)

SAMPLES ONLY – NOT REQUIRED

Funding

Director (General Manager)	Part A/B Part C
Deputy Director (Office Manager)	Part A/B Part C
Program Coordinator (Program Manager)	Part A/B Part C
Administrative Assistant (Office Assistant, Virtual Assistant)	Part A/B Part C
Office Clerk (Data Entry Clerk, File Clerk, Records Manager)	Part A/B Part C
Receptionist (Scheduler, Virtual Receptionist)	Part A/B Part C
Customer Service Representative (Community Liaison Rep.)	Part A/B Part C
Financial Manager (Accountant)	Part A/B Part C
Contract Administrator	Part A/B Part C
Human Resources Administrator (HR Assistant, HR Manager)	Part A/B Part C
Special Events Coordinator (Special Programs Coordinator)	Part A/B Part C

Employees & Training

Training & Certifications

Funding

Aging, Geriatric, and Long-Term Care (1)*	Part A/B Part C
Caregiver Support (1)*	Part C
Conditions (1)* (Alzheimer's, Dementia, Diabetes, Parkinson's)	Part A/B Part C
Disaster Planning and Emergency Response (1)*	Part A/B Part C
Diversity and Cultural Awareness (1)*	Part A/B Part C
Driver (1)*	Part A/B Part C

Employees & Training

Training & Certifications (cont.)

Funding

Elder Abuse (1)*	Part A/B Part C
End of Life Care (1)*	Part A/B Part C
Ethics (1)*	Part A/B Part C
Fall Prevention (1)*	Part A/B Part C
Fire Safety (1)*	Part A/B Part C
First Aid and CPR (1)*	Part A/B Part C
Fitness (1)*	Part A/B Part C
Food Safety (1)*	Part A/B Part C
Mental Health (1)*	Part A/B Part C
Nutrition (1)*	Part A/B Part C
Pain Management (1)*	Part A/B Part C