

**Department of Behavioral Health  
TRANSMITTAL LETTER**

<b>SUBJECT</b> Grant Cost of Living Adjustments		
<b>POLICY NUMBER</b> 921.0	<b>DATE</b> November 22, 2024	<b>TL#</b> 345

**Purpose.** To delineate a policy for Department of Behavioral Health (DBH) grantees and subgrantees regarding the maximum allowable annual cost of living adjustment (COLA) percentage.

**Applicability.** Applies to DBH grantees and subgrantees.

**Policy Clearance.** Reviewed by affected responsible staff and cleared through appropriate DBH offices.

**Effective Date.** This policy shall be effective upon the Director's signature.


**Distribution.** This policy will be posted on the DBH website at [www.dbh.dc.gov](http://www.dbh.dc.gov) under Policies, Rules and Bulletins. Applicable entities must ensure that affected staff are familiar with the contents of this policy.

**Barbara J. Bazron, Ph.D.**  
**Director, DBH**

  
**(Signature)**

11/22/2024

**(Date)**

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p>DEPARTMENT OF BEHAVIORAL HEALTH</p>	<p><b>Policy No.</b></p> <p>921.0</p>	<p><b>Date</b></p> <p>Nov. 22, 2024</p>	<p><b>Page 1</b></p>
	<p>Supersedes: None</p>		
<p><b>Subject: Grant Cost of Living Adjustments</b></p>			

1. **Purpose.**

To delineate a policy for Department of Behavioral Health (DBH) grantees and subgrantees regarding the maximum allowable annual cost of living adjustment (COLA) percentage.

2. **Applicability.**

Applies to DBH grantees and subgrantees.

3. **Authority.**

Department of Behavioral Health Establishment Act of 2013, D.C. Code § 7-1141.06(b).

4. **Definitions.**

**Cost of Living Adjustment (COLA).** An increase in pay to help organizations keep up with rising costs.

**Grantee.** The recipient of a locally-funded DBH grant award.

**Subgrantee.** The recipient of a federally-funded DBH grant award.

5. **Policy.**

DBH grantees and subgrantees may request annual COLA for employees paid by a DBH grant (federal and/or local) up to the calendar year's Social Security COLA percentage (available at [Cost-of-Living Adjustment \(COLA\) Information | SSA](#)). All COLA requests shall be subject to DBH review and the availability of funds.

5. **Inquiries.**

Please direct questions related to this policy to the Director of Grants Management.

**Approved By:**

**Barbara J. Bazron, Ph.D.**  
**Director, DBH**

  
(Signature)

11/22/2024  
(Date)