



IMPORTANT: This form must be completed and received
30 business days prior to the Committee of the Whole Meeting.

FISCAL YEAR: 2026-2027
CONTRACT APPROVAL COVER
SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts **must** be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Intermediate Unit 1

Start Date: 07/01/20026 _____ End Date: 05/31/2027 _____

Building/Department Name: Student Services _____

Total Cost of Contract: No cost to District _____

Scope of Work: Intermediate Unit 1 has approved a subaward of \$60,000.00 (\$30,000.00 per intern) for participation in the 2026-2027 Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs Grant to provide fiscal support to LEAs to expand the school-based mental health workforce within high-need and rural LEAs, increasing student access to early intervention and intensive mental health services.

Funding Source: N/A _____ | _____

Budget Account Code: N/A _____ | _____

The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.

- | | |
|--|------------------------|
| ☐ Document Submitted by: Krystal Palmer _____ | Date: 09/04/2026 _____ |
| ☐ Office Director Reviewed: _____ | Date: _____ |
| ☐ Superintendent/Designee Reviewed: _____ | Date: _____ |

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.



3190 William Pitt Way
Pittsburgh PA 15238-1360
412-826-2336 ■ 800-446-5607
www.patitan.net

July 14, 2026

Harrisburg School District
Krystal Palmer
1313 Monroe Street
Harrisburg, PA 17102

Dear Krystal,

Congratulations on behalf of the Pennsylvania Department of Education (PDE), Intermediate Unit 1 (IU1) and PaTTAN, we are pleased to notify that your LEA has been approved for a subaward for participation in the *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs Grant*. The purpose of this grant is to provide fiscal support to Local Educational Agencies (LEAs) to expand the school-based mental health (SBMH) workforce within high-need and rural LEAs, thereby increasing student access to early intervention and intensive mental health services.

Goals:

- The establishment or expansion of school psychology internships that provide high-quality services to students, families, and school staff.
- An increase in the retention rate of school psychology interns who remain in LEAs within Pennsylvania.
- An increase in the number of paid school psychology internships and qualified school psychology internship supervisors.

Commitments:

The following activities must be completed by the LEA over the course of the 2026-2027 school year.

- Provide opportunities for the intern to work across all 10 domains of the National Association of School Psychologists (NASP) Practice Model.
- Provide the site supervisor with release time (approximately two hours/week) for activities necessary for the direct supervision of the intern.
- Provide the intern and site supervisor with release time to attend three, 90-minute professional development sessions offered by the Pennsylvania Training and Technical Assistance Network (PaTTAN).
- Provide both the intern and site supervisor release time for the completion of PREPaRE training.
- Provide the required 1200 hours of internship experience.
- Provide a comprehensive special education program and system of pupil personnel services so as to ensure that the intern will be knowledgeable about the full continuum of available services.
- Provide experiences across age groups in the areas of: (a) tiered model of prevention and intervention; (b) consultation with parents/teachers of children with and without disabilities; and (c) counseling individually and/or in groups of children with and without disabilities.
- Provide the intern release time to complete the school psychology Praxis exam (testing fee paid).

Funding:

Your LEA has been approved for a Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs subaward in the amount of \$30,000 per intern for the fiscal year 2026-2027, effective July 1, 2026.

- **Subaward Amount and Period of Performance**
 - Total Subaward Amount: \$60,000 (2 interns \$30,000 each)
 - Period of Performance: July 1, 2026 – May 31, 2027
 - ASL Number: 84.184H (OESE Office of School Climate and Well-Being: Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs)
 - This is a cost-reimbursement subaward. Funds are not provided in advance.
- **Payment Schedule**
 - December 2026 Payment – Documentation ***Due November 30, 2026***
 - Verification that the intern is actively participating in the program and is receiving stipend payments.
 - Payment amount 50% of the total subaward amount.
 - June 2027 Payment – Submission ***Due June 11, 2027***
 - Verification that the intern has been paid the full stipend amount.
 - Remaining amount 50% of the total subaward amount.
- **Allowable and Unallowable Costs**
 - All costs charged to this subaward must be allowable, reasonable, necessary, allocable, and properly documented in accordance with 2 CFR Part 200 and IDEA Part B.
 - Out-of-State School Psychologist Intern Stipend payment
 - Applicable payroll taxes
 - The following costs are not allowable, including but not limited to:
 - Indirect Cost
 - Administrative Costs
 - Fringe Benefits/Insurance Costs
 - All costs must be expensed by ***May 31, 2027***.
- **Documentation and Financial Management**
 - Reimbursement requests must reflect actual expenditures paid.
 - The intern must receive the full stipend amount identified in the award. Funds are intended solely to support the intern stipend and may not be reduced or offset by administrative costs.
 - Required backup documentation may include general ledger or transaction detail reports showing date paid, intern name, and amount paid.
 - If a financial information system report is not available, copies of paid invoices, payroll records, time and effort documentation, and/or canceled checks will be accepted, as applicable.
 - LEAs must maintain a separate budget center for this subaward. Revenues shall be recognized as local in nature as pass-through funds.

Funding (continued):

- ***Federal Compliance, Monitoring, and Record Retention***

- The LEA agrees to comply with all applicable federal statutes, regulations, and assurances, including 2 CFR Part 200.
- PaTTAN will monitor programmatic and fiscal compliance through the grant period.
- Records supporting expenditures and program implementation must be retained in accordance with 2 CFR §200.334 and made available upon request for monitoring and audit purposes.
- Failure to comply with grant requirements may result in corrective action, suspension of payments, or termination of the subaward in accordance with federal regulations.

- ***Technical Assistance***

PaTTAN will offer quarterly business office hours via Zoom on September 15, 2026, December 15, 2026, March 16, 2027, and June 1, 2027 from 2:00 pm to 3:00 pm EST (<https://pattanpgh.zoom.us/j/98325853074>). These sessions are intended for fiscal staff and grant coordinators to address questions about reimbursement procedures and Federal Uniform Guidance.

The agreement will be distributed after the August 13, 2026, Intermediate Unit 1 Board Meeting. Please return the signed agreement to Jenn Emmonds at jemmonds@pattanpgh.net by September 15, 2026, to confirm your commitment and involvement in the funding activities.

Angela McMasters (amcmasters@pattanpgh.net) will be in contact with you after July 1, 2026 to establish meeting dates, share resources, and answer questions.

Congratulations on your subaward. We look forward to partnering with your LEA in support of the *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs* grant.

Sincerely,



Paula Schmitt
Director, PaTTAN West