



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: 06/30/2027 _____

Building/Department Name: Student Services _____

Total Cost of Contract: No cost to District _____

Scope of Work: Intermediate Unit 1 has approved a subaward of \$25,000.00 for participation in the Prioritizing Attracting, Preparing, and Retaining School Psychologists.

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.pattan.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 \$25,000 per intern for the fiscal year 2026-2027, effective July 1, 2026.

- **Subaward Amount and Period of Performance**
 - Total Subaward Amount: \$25,000
 - 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.
 - 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**

- o The LEA agrees to comply with all applicable federal statutes, regulations, and assurances, including 2 CFR Part 200.
- o PaTTAN will monitor programmatic and fiscal compliance through the grant period.
- o 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.
- o 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**

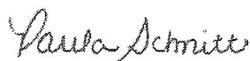
PaTTAN will offer quarterly business office hours via Zoom on September 15, 2026, December 15, 2026, March 16, 2027, and June 1, 2027 from 2:00 pm to 3:00 pm EST (<https://pattanpgh.zoom.us/j/98325853074>). These sessions are intended for fiscal staff and grant coordinators to address questions about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



2026-2027 School Psychology Paid Internships for Out-of-State Graduate Students

The Pennsylvania Department of Education (PDE), Bureau of Special Education is requesting signed agreements from Local Education Agencies (LEAs) interested in providing paid internships to eligible, **out-of-state graduate students*** to serve as school psychology interns in Pennsylvania LEAs for the 2026-2027 school year. The ultimate goal is to provide fiscal support to LEAs experiencing challenges securing school psychology interns.

** For the purposes of this paid internship, an out-of-state student is defined as:*

1. A student with primary residency in a state other than Pennsylvania.
 - Verification of residency via a valid drivers' license, state ID, or voter registration is required.
 - The student may be enrolled in a Pennsylvania College or University. It is not a requirement to be enrolled in a Pennsylvania program to be eligible for the paid internship.
2. A student with primary residency in Pennsylvania attending an out-of-state school psychology graduate program.
 - Verification of residency via a valid drivers' license, state ID, or voter registration is required.
 - Verification of the out-of-state school psychology graduate program, via an unofficial transcript, is required.
3. A student with primary residency in a country other than the United States.
 - Verification of residency via a FI or permanent resident immigrant visa is required.
 - The student may be enrolled in a Pennsylvania College or University. It is not a requirement to be enrolled in a Pennsylvania program to be eligible for the paid internship.

Outcomes of the School Psychology Paid Internship for Out-of-State Graduate Students include:

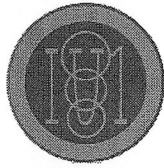
- The establishment or expansion of school psychology internships that provide high quality services to students, families, and school staff.
- An increase in the retention rate of school psychology interns that remain in LEAs within Pennsylvania.
- An increase in the number of paid school psychology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

To be listed as an available internship site from which out of state school psychology interns may select, LEAs must meet the requirements listed in section III.

\$20,000.00 in grant funding, to pay the out of state school psychology intern, will be available from July 1, 2026 through June 30, 2027.

Local Education Agencies (LEAs) including approved private schools, charter schools, cyber charter schools, intermediate units, and school districts are encouraged to submit completed applications. Applications will be reviewed by the APR Core Team on a rolling basis. PA University School Psychology Program Coordinators will be notified of LEAs interested in providing a paid internship to an out of state student. LEA information will be made available to out of state student school psychology interns in Pennsylvania's thirteen School Psychology Programs, the Association of School Psychologists of Pennsylvania, and the National Association of School Psychologists.

NOTE: The Pennsylvania Higher Education Assistance Agency (PHEAA) has established a program to provide stipends to Pennsylvania residents who must complete an internship before receiving their credential to become a school-based



Intermediate Unit 1

Serving Fayette, Greene and Washington Counties

One Intermediate Unit Drive | Coal Center, PA | 15423
Phone: 724-938-3241 | Fax: 724-938-6665
www.iu1.org

Donald W. Martin
Executive Director

INTERMEDIATE UNIT 1/PENNSYLVANIA TRAINING & TECHNICAL ASSISTANCE NETWORK SUBRECIPIENT AGREEMENT

Made this 13th day of August 2026

BETWEEN

INTERMEDIATE UNIT 1, an educational institution organized pursuant to the Public School Code of 1949, as amended (Code), having an address of One Intermediate Unit Drive, Coal Center, Pennsylvania 15423, hereinafter "IU1,"

AND

HARRISBURG SCHOOL DISTRICT, a local education agency having an address of 1010 N. 7th Street, Harrisburg, Pennsylvania 17102, hereinafter "LEA."

WHEREAS, LEA will provide a paid internship to eligible, out-of-state graduate students to serve as school psychology interns for the 2026-2027 school year, hereinafter "the Program"; and

WHEREAS, LEA has submitted a grant application to IU1, a copy of which is attached hereto as Exhibit "A"; and

WHEREAS, IU1 is a Local Education Agency (LEA) authorized to provide-funded reimbursement for the Program; and

WHEREAS, IU1, through the Pennsylvania Training and Technical Assistance Network (PaTTAN), as authorized by the Pennsylvania Department of Education, Bureau of Special Education, has sent to LEA an Award Letter setting forth the terms of any funding for the Program, a copy of which is attached hereto as Exhibit "B"; and

WHEREAS, the parties now desire to reduce their agreement to writing.

NOW, THEREFORE, in consideration of mutual covenants herein contained and with the intent to be legally bound hereby, both parties hereto agree as follows:

1. **Term:** The term of this Agreement with LEA shall begin on July 1, 2026 and end on June 30, 2027.

2. **Program:**

- a. LEA will provide the Program as set forth on Exhibit "A" to all applicants that were awarded funds and comply with the conditions as set forth in the Award Letter attached as Exhibit "B," both of which are incorporated herein by reference.
- b. LEA will ensure completion of all required Program competencies on or before **June 30, 2027.**

3. **Funding:** LEA shall be reimbursed for certain approved expenditures made on or before June 30, 2027, as provided in the Award Letter, upon receipt of proof of payment by LEA. The final reimbursement request must be received by IU1 by July 31, 2027. Funds disbursed by IU1 are Federal IDEA B passthrough revenue.

4. **Termination:** This agreement will terminate upon the occurrence of any of the following events

- a. **Non-Appropriation:** Notwithstanding anything in this Agreement to the contrary, all obligations of IU1 to make payments hereunder are subject to the appropriation of sufficient funds for such payments by the Legislature of the Commonwealth of Pennsylvania or a Federal agency. Failure by the Legislature of the Commonwealth of Pennsylvania or a Federal agency to appropriate funds shall relieve IU1 from obligation to make such payments during the term of the non-appropriation.
- b. **Written Notice:** Either party may terminate this agreement by sending 30 days written notice of termination to the other party.

5. **Compliance with the Program Requirements:** LEA shall comply with the Uniform Guidance (UG), General Terms & Conditions, which are incorporated herein by reference to the Pennsylvania Department of Education Master Terms and Conditions, and any other Federal or State Laws and Regulations applicable to LEA's performance of the services provided pursuant to this Agreement shall be the sole obligation and responsibility of LEA and shall no longer be the obligation and responsibility of IU1. Moreover, LEA shall be solely responsible for the process of evaluating, vetting, and selecting eligible candidates who will participate in the Program, with such process including, but not being limited to: (a) ensuring that such individuals have the appropriate nationalization/immigration status to not only participate in the Program but also for LEA to receive the funding under Paragraph 3 based on said status; and (b) having, in effect, the applicable clearances as set forth in Paragraph 10. In the event that the candidate experiences any change in immigration status, a lapse of any applicable clearances, or any other occurrence under Federal or State Law or Regulation that would affect the candidate's eligibility to participate in the Program, LEA, and not IU1, shall take all appropriate action to suspend his/her participation in the program until such matter is resolved. In addition, LEA has the sole responsibility for compliance with all other matters in conjunction with the services to be performed hereunder.

6. **LEA Requirements:** LEA agrees that any funds that may be received as a result of this Agreement are to be expended solely for the purposes set forth in this Agreement and that this Agreement may be canceled, in whole or in part, by IU1 in the event that the funds are not utilized properly. Upon notice by IU1 that LEA has improperly spent Agreement funds, LEA will return to IU1 the amount of the improper expenditures within sixty (60) days of the date of said notice from IU1.

7. **Examination of Records:** LEA agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of this Agreement to the extent and in such detail as will properly reflect all net costs, or whatever nature for which reimbursements are claimed under the provisions of this Agreement. These records are subject to review by IU1 personnel, or an independent auditor contracted by IU1. The aforementioned records must be kept not less than seven (7) years from the ending date of this Agreement.

8. **Reporting Requirements:** All required financial and program data are to be reported in a timely manner on a schedule established by IU1.

9. **Confidentiality of Personally Identifiable Information:** LEA will safeguard the confidentiality of enrolled students' personally identifiable information consistent with the Family Educational Rights and Privacy Act and its accompanying regulations.

10. **Clearances:** LEA shall ensure that all employees providing services pursuant to this Agreement shall have in effect applicable clearances, including, but not limited to, those required by Act 151 (Child Abuse History), Act 34 (Criminal History), Act 114 (Federal Criminal History), Act 24 (Arrest/Conviction Report and Certification), and Act 168 (Sexual Misconduct/Abuse Disclosure). In the event additional clearance(s) become mandated by Federal or State law during the term of this Agreement, LEA shall provide such clearance(s) to IU1, if required.

11. **Relationship of Parties:** LEA acknowledges that it is an independent contractor of IU1. Any employee retained to perform the services or programs set forth in this Agreement is not an employee of IU1.

12. **Limitation of Liability:**

a. Subject to subpart b. of this paragraph, the total liability of IU1 and its affiliates, directors, officers, employees, subcontractors, agents, and representatives for all claims of any kind arising out of this Agreement, whether in contract, tort, or otherwise, shall be limited to the total fees paid to LEA under this Agreement. IU1 shall not, in any event, be liable for any indirect, consequential, or punitive damages, even if IU1 has been advised of the possibility of such damages. No action, regardless of form, arising out of or relating to this Agreement, may be brought by either party more than one (1) year after the cause of action has accrued, except an action for non-payment may be brought within one (1) year following the date of the last payment due under this Agreement.

b. LEA agrees that it is exclusively responsible for storing and safeguarding any data that it maintains, whether locally or remotely, including any data that contains personally identifiable information, in accordance with customary industry standards. IU1 shall not be liable, and LEA hereby waives, relinquishes, and releases IU1 from any claim arising after the date of this Agreement for damages (regardless of type) resulting from LEA's failure to secure its data as set forth in this paragraph, any loss of LEA's data, or a data breach caused by LEA's agents, employees, assigns, or other third parties who are affiliated with LEA.

13. **Indemnity:** Subject to paragraph 12 above, each party to this Agreement shall defend, indemnify, and hold harmless the other, its Board members, administrators, and employees against and from all costs, expenses, damages, injuries, or losses to which it/they may be subject to by a third party due to any negligence or default by the other party arising under this Agreement.

14. **Notice:** All written notices required under this Agreement shall be delivered via email or USPS to the following parties at the addresses set forth below:

To IU1:

Paula Schmitt, Director of PaTTAN West
Intermediate Unit 1/PaTTAN
3190 William Pitt Way
Pittsburgh, PA 15238
pschmitt@pattanpgh.net

To LEA:

_____, [insert name and title]

[address]

15. **Agreement Not Assignable:** This Agreement shall not be assigned by either party.

16. **Governing Law:** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. Proper venue for any claims arising under this Agreement shall be the Court of Common Pleas of Fayette County.

17. **Authorizations:** The parties represent that the representatives set forth below are authorized to enter into this Agreement.

18. **No Waiver:** No consent or waiver, express or implied, by either party to this Agreement to or of any breach or default by the other in the performance of any obligations hereunder shall be deemed or construed to be a consent to or waiver of any other breach or default by such party hereunder. Failure on the part of any party hereto to complain of any act or failure to act of the other party or to declare the other party in default hereunder, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party hereunder.

19. **Force Majeure:** In the event either party is unable to perform any of the respective obligations set forth in this Agreement by reason of "force majeure," those obligations shall be suspended during, but no longer than, the continuance of the force majeure, and this Agreement shall remain in effect only during its term as set forth herein. The phrase "force majeure" shall include an act of God, strike, lockout, or other industrial disturbance, an act of the public enemy, war, terrorism, sabotage, insurrection, disease epidemic, disease pandemic, weather emergency or other act of nature, or any governmental delay.

20. **Nondiscrimination:** Both parties agree that they will abide by all applicable Federal and State laws prohibiting discrimination in admissions, employment, and operation on the basis of disability, race, creed, gender, national origin, religion, ancestry, or need for special education services.

21. **Counterparts:** This Agreement may be signed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument. Facsimile copies of signatures shall serve as acceptable substitutes for original signatures and shall be legally binding.

22. **Entire Agreement:** This Agreement constitutes the entire agreement between IU1 and LEA, it shall supersede any prior verbal or written agreements, and it may not be amended except in writing signed by duly authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

INTERMEDIATE UNIT 1

ATTEST:

BY _____
Paula Schmitt, PaTTAN Director

PaTTAN Business Manager

(SEAL)
ATTEST:

LEA Name
BY _____
_____, [insert name / title]

Secretary