

—the estimated number of students to be trained by these new trainers; and  
 —a description of how the new trainers will report back to the grantee about their classes and student numbers.

f. The planned activities and training are tailored to the needs and levels of the workers and employers to be trained.

g. There is a plan to recruit trainees for the program.

h. The proposal includes a plan for OSHA to review the materials during development.

i. There is a plan to evaluate the program's effectiveness and impact to determine if the safety and health services provided resulted in workplace change. This includes a description of the evaluation plan to follow up with trainees to determine the impact the program has had in abating hazards and reducing worker injuries.

j. There is a description of the target population, the hazards that will be addressed, the barriers that have prevented adequate training for the target population, why the program cannot be completed without Federal funds, and why funding sources currently available cannot be used for this purpose.

## 2. Program Experience

a. The organization applying for the grant demonstrates experience with occupational safety and health. Nonprofit organizations, including community-based and faith-based organizations, that do not have prior experience in providing safety and health training may partner with an established safety and health organization to acquire safety and health expertise.

b. The organization applying for the grant demonstrates experience in training adults in work-related subjects or in providing services to its target audience.

c. The staff to be assigned to the project has experience in occupational safety and health, the specific topic chosen, and training adults.

d. The organization applying for the grant demonstrates experience in recruiting, training, and working with the population it proposes to serve under the grant.

## 3. Administrative Capability

a. The applicant organization demonstrates experience managing a variety of programs.

b. Any Federal and/or State grants your organization has administered over the past five years are listed.

c. The application is complete, including forms, budget detail, narrative

and workplan, and required attachments.

## 4. Budget

a. The budgeted costs are reasonable.

b. The budget complies with Federal cost principles (which can be found in applicable OMB Circulars) and with OSHA budget requirements contained in the grant application instructions.

c. The cost per trainee is less than \$500 and the cost per training hour is reasonable.

In addition to the factors listed above, the Assistant Secretary will take other items into consideration, such as the geographical distribution of the grant programs and the coverage of populations at risk.

## How Much Money Is Available for Grants?

Targeted Topic grants. There is approximately \$2.8 million available for these grants. The Federal award will average \$150,000.

OSHA Training Materials Development grants. There is approximately \$4 million available for these grants. The Federal award will average \$200,000.

New Ergonomics Guidelines Training grants. There is approximately \$1 million available for these grants. The Federal award will average \$100,000.

## How Long Are Grants Awarded For?

Grants are awarded for a twelve-month period. The period of performance begins September 30, 2003, and ends September 29, 2004. The grant applicant's workplan should coincide with these dates.

## How Do I Get a Grant Application Package?

Grant application instructions may be obtained from the OSHA Office of Training and Education, Division of Training and Educational Programs, 2020 S. Arlington Heights Road, Arlington Heights, Illinois 60005. The application instructions are also available at <http://www.osha.gov/fso/ote/training/sharwood/sharwood.html>.

## When and Where Are Applications To Be Sent?

The application deadline is 4:30 p.m. central time, Thursday, July 3, 2003.

Submit one signed original and two copies of each application to Grants Officer, U.S. Department of Labor, OSHA Office of Training and Education, Division of Training and Educational Programs, 2020 S. Arlington Heights Road, Arlington Heights, Illinois 60005.

Each applicant assumes the risk for ensuring a timely submission of its

application. If, because of mail or other problems, the Department does not receive an application or receives it after the closing deadline, even if the application was timely mailed, the Department will not consider the application. To be considered for funding, hand-delivered applications must be received not later than 4:30 p.m. central time on the July 3, 2003, at the specified address.

## How Will I Be Told If My Application Was Selected?

Organizations selected as grant recipients will be notified by a representative of the Assistant Secretary, usually from an OSHA Regional Office. An applicant whose proposal is not selected will be notified in writing.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award, OSHA will enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Assistant Secretary reserves the right to terminate the negotiation and decline to fund the proposal.

Signed at Washington, DC, this 27th day of May, 2003.

**John L. Henshaw,**

*Assistant Secretary of Labor.*

[FR Doc. 03-13661 Filed 5-30-03; 8:45 am]

BILLING CODE 4510-26-P

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Advisory Committee on the Records of Congress; Meeting

**AGENCY:** National Archives and Records Administration.

**ACTION:** Notice of meeting.

**SUMMARY:** In accordance with the Federal Advisory Committee Act, the National Archives and Records Administration (NARA) announces a meeting of the Advisory Committee on the Records of Congress. The committee advises NARA on the full range of programs, policies, and plans for the Center for Legislative Archives in the Office of Records Services.

**DATES:** June 16, 2003, from 10 a.m. to 11 a.m.

**ADDRESSES:** The United States Capitol Building, LBJ Room S-211.

**FOR FURTHER INFORMATION CONTACT:** Michael L. Gillette, Director; or Richard

H. Hunt, Assistant Director; Center for Legislative Archives; (202) 501-5350.

#### SUPPLEMENTARY INFORMATION:

#### Agenda

Overview of Committee's activities  
Congressional Centers Conference  
Legislative records outside of official custody follow-up discussion  
Activities report of the Center for Legislative Archives  
Other current issues and new business  
The meeting is open to the public.

Dated: May 27, 2003.

**Mary Ann Hadyka,**

*Committee Management Officer.*

[FR Doc. 03-13662 Filed 5-30-03; 8:45 am]

BILLING CODE 7515-01-P

## NATIONAL WOMEN'S BUSINESS COUNCIL

### Notice of Public Meeting

In accordance with the Women's Business Ownership Act, Public Law 106-554 as amended, the National Women's Business Council (NWBC) would like to announce a forthcoming Council meeting. The meeting will introduce the National Women's Business Council's agenda and action items for fiscal year 2003 included by not limited to procurement, access to capital, access to training and technical assistance, access to markets and affordable health care.

**DATES:** June 19, 2003.

**ADDRESSES:** U.S. Small Business Administration, 409 Third Street, SW, Eisenhower Conference Room B, 2nd Floor, Washington, DC.

**TIME:** 9 a.m. to 1 p.m.

**STATUS:** Open to the public. Attendance by RSVP only.

**FOR FURTHER INFORMATION CONTACT:** National Women's Business Council, 202/205-6695—Gilda Presley.

Anyone wishing to attend and make an oral presentation at the meeting must contact Gilda Presley, no later than Monday, June 6, 2003 at 202/205-6695.

**Candace Stoltz,**

*Director of Advisory Councils.*

[FR Doc. 03-13765 Filed 5-28-03; 4:28 pm]

BILLING CODE 8025-01-P

## OFFICE OF PERSONNEL MANAGEMENT

### Summary of Operation of Information Technology Exchange Program

**AGENCY:** Office of Personnel Management.

#### ACTION: Notice.

**SUMMARY:** Section 209 of Pub. L. 107-347, the E-Government Act of 2002 established a semiannual reporting requirement for a new Information Technology Exchange Program. This notice constitutes the initial report.

**FOR FURTHER INFORMATION CONTACT:** LaVeen Ponds by TTY at (202) 418-3134, by fax at (202) 606-2329, phone at 202-606-1394 or e-mail at [Imponds@opm.gov](mailto:Imponds@opm.gov).

**SUPPLEMENTARY INFORMATION:** The intent of section 209 of Pub. L. 107-347, the E-Government Act of 2002 is to improve the skills and knowledge of the Federal workforce in using information technology to deliver Government information services. To that end, section 209 amends title 5, United States Code (U.S.C.) to create a new chapter 37, which provides for an Information Technology (IT) Exchange Program for Federal and private sector employees. The IT Exchange Program is envisioned to promote the interchange of Federal and private industry workers to enhance skills and competencies.

The new section, 5 U.S.C. 3706(a) requires the Office of Personnel Management to submit a report to the Committee on Government Reform of the House of Representatives and the Committee on Governmental Affairs of the Senate not later than April 30 and October 31 of each year, summarizing the operation of the new chapter during the immediately preceding 6-month period ending March 31 and September 30, respectively. Due to the enactment of this Act late in the session, regulations for the new program have only been drafted recently and are in final development. Accordingly, as they are not available for the administration of the new chapter 37, the program has not yet been implemented by agencies. Therefore, there is no information available concerning the numbers or nature of assignments under the program as required by 5 U.S.C. 3706.

These regulations are a top priority and will be issued as soon as possible. Consistent with the E-Government Act, the IT Exchange Program regulations set out eligibility criteria as well as terms and conditions of the detail for Federal participants; written agreement criteria and service agreement requirements; and reporting requirements.

The October 31 report will provide the status of the implementation of the IT Exchange Program and any applicable program information available at that time.

This report may also be viewed on OPM's Web page at [www.opm.gov](http://www.opm.gov)

Office of Personnel Management.

**Kay Coles James,**

*Director.*

[FR Doc. 03-13646 Filed 5-30-03; 8:45 am]

BILLING CODE 6325-38-P

## RAILROAD RETIREMENT BOARD

### Agency Forms Submitted for OMB Review

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the Railroad Retirement Board (RRB) has submitted the following proposal(s) for the collection of information to the Office of Management and Budget for review and approval.

#### Summary of Proposal(s)

- (1) *Collection title:* Nonresident Questionnaire.
- (2) *Form(s) submitted:* RRB-1001.
- (3) *OMB Number:* 3220-0145.
- (4) *Expiration date of current OMB clearance:* 9/30/2003.
- (5) *Type of request:* Extension of a currently approved collection.
- (6) *Respondents:* Individuals or households.
- (7) *Estimated annual number of respondents:* 1,300.
- (8) *Total annual reporting hours:* 650.
- (10) *Collection description:* Under the Railroad Retirement Act, the benefits payable to an annuitant living outside the United States may be subject to withholding under Public Laws 98-21 and 98-76. The form obtains the information needed to determine the amount to be withheld.

**Additional Information or Comments:** Copies of the forms and supporting documents can be obtained from Chuck Mierzwa, the agency clearance officer (312-751-3363).

Comments regarding the information collection should be addressed to Ronald J. Hodapp, Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois, 60611-2092 and to the OMB Desk Officer for the RRB, at the Office of Management and Budget, Room 10230, New Executive Office Building, Washington, DC 20503.

**Chuck Mierzwa,**

*Clearance Officer.*

[FR Doc. 03-13668 Filed 5-30-03; 8:45 am]

BILLING CODE 7905-01-M