

—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