

## **The Fry Foundation Employment Program's Reporting Requirements**

The Fry Foundation requires two reports on all of its grants: a narrative report and a financial report. The final narrative report should specifically describe the progress made toward reaching the goals of the project. In an effort to more consistently collect the basic information necessary to assess funded programs, we ask that all narrative reports include the information listed below.

For job training programs we require grantees to provide data on the following indicators:

- Program completion rate
- Job placement rate
- Job retention rate for graduates for at least six months. Priority will be given to programs which track job retention for up to one year post-placement.
- Wages earned at placement
- Industries in which job seekers obtain employment

For adult education programs we require grantees to provide data on the following indicators as appropriate:

- Program completion rate
- Transitions to advanced levels of English language proficiency
- Grade-level gains for adult basic education
- Transitions to advanced education or job training programs
- Rates of GED attainment

For programs which combine vocational and adult education, please provide the following:

- Program completion rate
- Job placement rate
- Job retention rate for graduates for at least six months. Priority will be given to programs which track job retention for up to one year post-placement.
- Wages earned at placement
- Industries in which job seekers obtain employment
- Enrollment rates in postsecondary education programs

These requirements do not preclude the reporting of additional information on programs. Grantees are encouraged to provide the Foundation with other qualitative or quantitative information which demonstrates program effectiveness, identifies promising practices for working with low-income and low-skilled adults, and describes challenges faced during the grant period which affect program outcomes.