


1) AGENCY NAME: Roadrunner Food Bank		2) ADDRESS: 5840 Office Blvd. NE, Albuquerque, NM 87109			
3) PROJECT TITLE: Senior Hunger Initiative		4) PROGRAM STAFF: Dayna Griego		5) FISCAL STAFF: Monica Chavez	
6) CONTRACT AMOUNT: \$100,000.00		7) FUNDING SOURCE: AAA		8) CONTRACT # 2024SS00000133_RRFB	
Agency Contact Name: Sabrina Su		Phone: (575)323-5139		Email: sabrina.su@rrfb.org	
DATE QUARTERLY REPORT IS DUE:		10/15/2024	1/15/2025	4/15/2025	7/15/2025
Service Activities, Outputs and Outcomes		July-September QTR 1	Oct-Dec QTR 2	Jan-Mar QTR 3	Apr-Jun QTR 4
Contract Scope Outputs:		Performance Target (YTD)			
Contract Output a) Distribute 128,205 pounds of food		32,051	-	7,420.00	
Andrea Nash					
Contract Output b) Serve 334 unduplicated clients per month		334	-	318.00	
Scope Outcomes:					
Contract Outcome a) 75% of consumers receive a minimum of 32,051 pounds of food per quarter		32,051	-	7,420.00	
12. CERTIFICATION: The undersigned hereby gives assurance that to the best of my knowledge and belief, the data included in this report are true and accurate and has been received and approved by the governing body of the organization prior to its submission.					
12a. Typed Name of Authorized Official:		12b. Title:		12c. Address:	
Andrea Nash		Chief Development Officer		5840 Office Blvd NE; Albuquerque, NM 87109	
12d. Signature of Authorized Official:		12e. Date:		12f. Phone Number:	
		14-Jan-25		505-349-5333	
Submit quarterly report of performance metrics to:		dmgriego@cabq.gov			
Submit invoice to:		dmgriego@cabq.gov			

PROJECT PROGRESS REPORT – PART B		PROGRAM NARRATIVE			
City of Albuquerque Department of Youth and Family Services					
1) AGENCY NAME:	Roadrunner Food Bank	Fiscal Year		2025	
3) PROJECT TITLE:	Senior Hunger Initiative	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Date Submitted to City:		10/15/2024			

A. Please describe progress or highlights not captured by numbers in Part A.

In the first quarter, Roadrunner purchased foods for distribution to seniors using funds from this contract, but these foods will be distributed during the second quarter. During the first quarter, using other sources of funds, we and our partners distributed 40,500 pounds of food to senior sites in Albuquerque.

B. If applicable, please share a story of (de-identified) individuals who experienced significant improvements as a result of the City-funded program.

N/A

C. Please describe barriers that may be impeding progress on contract scopes, including problems, delays, or adverse conditions affecting contract performance, or other information related to contract performance. Describe how you overcame barriers described in previous reports. (Use additional sheets as necessary)

Roadrunner has been slightly delayed in purchasing and distributing food under this contract due to staffing shortages during a growth period for the organization, during which we have been receiving and distributing increasingly complex streams of product. We have recently hired more staff, implemented a new food allocation system, and augmented our software tracking capabilities, which will enable us to more efficiently handle our complex product streams.

D. Please describe any other changes or adjustments to improve contract performance.

N/A

PROJECT PROGRESS REPORT – PART B		PROGRAM NARRATIVE			
City of Albuquerque Department of Youth and Family Services					
1) AGENCY NAME:	Roadrunner Food Bank	Fiscal Year		2025	
3) PROJECT TITLE:	Senior Hunger Initiative	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Date Submitted to City:			1/15/2024		

A. Please describe progress or highlights not captured by numbers in Part A.

In addition to the 7,420 pounds of food funded by this grant, Roadrunner distributed another 42,988 pounds of food to these senior sites in Albuquerque during the second quarter, which thus received a total of 50,408 pounds of food.

B. If applicable, please share a story of (de-identified) individuals who experienced significant improvements as a result of the City-funded program.

N/A

C. Please describe barriers that may be impeding progress on contract scopes, including problems, delays, or adverse conditions affecting contract performance, or other information related to contract performance. Describe how you overcame barriers described in previous reports. (Use additional sheets as necessary)

Roadrunner has been delayed in purchasing and distributing food under this contract due to staffing shortages during a growth period for the organization, during which we have been receiving and distributing increasingly complex streams of product. We have recently hired more staff, implemented a new food allocation system, and augmented our software tracking capabilities, which will enable us to more efficiently handle our complex product streams.

D. Please describe any other changes or adjustments to improve contract performance.

N/A

PROJECT PROGRESS REPORT – PART C: Client Demographic Characteristics Report

1) AGENCY NAME:	Roadrunner Food Bank				Fiscal Year: 2025
2) PROJECT TITLE:	Senior Hunger Initiative				
	<i>July-Sept</i>	<i>Oct-Dec</i>	<i>Jan-Mar</i>	<i>Apr-Jun</i>	YTD
	QTR 1	QTR 2	QTR 3	QTR 4	Unduplicated
Date Submitted to City					
Gender	QTR 1	QTR 2	QTR 3	QTR 4	YTD Unduplicated
Male	-				
Female	-				
Non-binary	-				
Self-described	-				
Total number of clients					
Veteran Status: (Replied yes to the question: Have you ever served in the military?)					
# of Veterans	-				
Age	QTR 1	QTR 2	QTR 3	QTR 4	YTD Unduplicated
0-5 years old	-				
6-17 years old	-				
18-24 years old	-				
25-64 years old	-				
60 years and older	-				
Total number of clients					
Household Annual Income Level	QTR 1	QTR 2	QTR 3	QTR 4	YTD Unduplicated
At or below 30% AMI	-				
31-50% AMI	-				
50-80% AMI	-				
Greater than 80% (incl. unknown)	-				
Total number of clients					
Please refer to Income thresholds at https://www.cabq.gov/family/services/housing-services-programs/housing-public-services/affordable-housing/renters					
Ethnicity	QTR 1	QTR 2	QTR 3	QTR 4	YTD Unduplicated
Hispanic/Latino	-				
Non Hispanic/Latino	-				
Total number of clients					
Race	QTR 1	QTR 2	QTR 3	QTR 4	YTD Unduplicated
American Indian and Alaska Native	-				
Asian	-				
Black or African American	-				
Native Hawaiian or Pacific Islander	-				
White	-				
Other	-				
More Than One Race	-				
Not reported	-				
Total number of clients					
Residence	QTR 1	QTR 2	QTR 3	QTR 4	YTD Unduplicated
City of Albuquerque	-				
Unincorporated County	-				
Other	-				
Total					
Submit quarterly report to:	annbenavidez@cabq.gov				