


2) PROJECT TITLE: Food Distribution			3) PROGRAM STAFF: Erica Colmenares		4) FISCAL STAFF: Stacey Valverde	
5) CONTRACT AMOUNT: \$225,680			6) FUNDING SOURCE: GF		7) CCN#: 2024SS00000069	
8) Date Quarterly Report is Submitted:			10/15/24	1/15/25	4/15/25	Fiscal Yr: 2025
9) Service Activities and Outputs/Outcomes			July-Sept QTR 1	Oct-Dec QTR 2	Jan-Mar QTR 3	Apr-Jun QTR 4
Contract Scope Outputs and Outcomes		Annual Goal				
Output 1: Report the number of pounds served of quality and nutritious food directly to persons of low-to-moderate income and indirectly through partner emergency food pantries, day care centers, emergency shelters, and other selected agencies, in the Albuquerque metropolitan area as evidenced by the agency's inventory system.		Report #:	31520	232917	123662	388099
		383686	8%	69%	101%	101%
Output 2: Report the number of partner agencies surveyed at the time of monitoring to collect feedback on the quality of food provided.		Report #:	24	21	12	57
Outcome 2A: Report the average rating given by the partner agencies surveyed on the quality of food provided, on a scale of 1 to 10.		Report #:	9.2	8.3	8.6	8.7
		8	115%	104%	108%	0%
Output 3: Report the number of partner agencies who were monitored to determine meals were provided to low-to-moderate income populations and who have established methods on food safety handling, storage, and distribution of all food.		Report #:	24	21	12	57
Output 4: Report the amount used to purchase high-need food items to Health and Social Service Centers as evidence by Inventory System.		Report #:	\$0.00	\$0.00	\$30,000.00	\$30,000.00
		\$30,000.00	0%	0%	100%	100%
10) Authorized Signature:				Date:	4/15/2025	
11) Submit quarterly report of performance metrics to:		Erica Colmenares		Email:	ecolmenares@cabq.gov	

Part B - Narrative Q1					
City of Albuquerque Department of Health, Housing & Homelessness					
1) AGENCY NAME:	Roadrunner Food Bank	Fiscal Year:	2025		
2) PROJECT TITLE:	Food Distribution	Quarter 1	Quarter 2	Quarter 3	Quarter 4
3) Date Submitted to City:		10/15/2024			

A. Please describe progress on contracted scopes, or highlights not captured by numbers in Part A.

In the first quarter, Roadrunner distributed 31,520 contracted pounds through a number of partner sites as well as one Roadrunner distribution site in Albuquerque. Due to staffing shortages, Roadrunner has been slightly delayed in purchasing and distributing food using funds from this contract. However, all sites in Albuquerque continued to receive food funded by other sources.

In addition, instead of providing the City's Health and Social Service Centers with \$30,000 in credits, Roadrunner will providing the Health and Social Service Centers with \$30,000 worth of food items that the Health and Social Services Centers have indicated are needed by their clientele. This change is due to the fact that on 10/1/24, Roadrunner transitioned to a new model for allocating food to partner sites, in which partner sites will no longer pay any fees for food, thus obviating the need for the Health and Social Service Centers to be given credits. In the second quarter, Roadrunner will begin purchasing the food items requested by the Health and Social Service Centers.

B. 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 are overcoming these barriers. (Use additional sheets as necessary)

Roadrunner has experienced ongoing 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 the new food allocation system mentioned above, and augmented our software tracking capabilities, which will enable us to more efficiently handle our complex product streams.

C. If applicable, please share a story of (non-identified) individuals who experienced significant improvements as a result of this City-funded program.

N/A

Part B - Narrative Q2					
City of Albuquerque Department of Health, Housing & Homelessness					
1) AGENCY NAME:	Roadrunner Food Bank	Fiscal Year:	2025		
2) PROJECT TITLE:	Food Distribution	Quarter 1	Quarter 2	Quarter 3	Quarter 4
3) Date Submitted to City:			1/15/2025		

A. Please describe progress on contracted scopes, or highlights not captured by numbers in Part A.

In the second quarter, Roadrunner distributed 232,917 contracted pounds through partner sites as well as Roadrunner distribution sites in Albuquerque. In the second quarter, Roadrunner worked with the City of Albuquerque Health and Social Service Centers to discuss needed items, which Roadrunner will purchase in the third quarter.

B. 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 are overcoming these barriers. (Use additional sheets as necessary)

N/A

C. If applicable, please share a story of (non-identified) individuals who experienced significant improvements as a result of this City-funded program.

One of our school partners provided the following story: "I am an 11th grade math teacher and my students for Algebra 2 set up and run the food pantry. They have created an atmosphere were they play music and dance for people, and they are always helping carry food for those who come. It is endearing to see young adults step up and care for their community."

Part B - Narrative Q3					
City of Albuquerque Department of Health, Housing & Homelessness					
1) AGENCY NAME:	Roadrunner Food Bank	Fiscal Year:	2025		
2) PROJECT TITLE:	Food Distribution	Quarter 1	Quarter 2	Quarter 3	Quarter 4
3) Date Submitted to City:				4/15/2025	

A. Please describe progress on contracted scopes, or highlights not captured by numbers in Part A.

In the third quarter, Roadrunner distributed 123,662 contracted pounds through partner sites as well as Roadrunner distribution sites in Albuquerque. Roadrunner also completed purchasing of items requested by the City of Albuquerque Health and Social Service Centers, these items will be fully distributed to the Health and Social Service Centers in the fourth quarter.

B. 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 are overcoming these barriers. (Use additional sheets as necessary)

N/A

C. If applicable, please share a story of (non-identified) individuals who experienced significant improvements as a result of this City-funded program.

One of our partner agencies shared the following: "Moving into Spring we are seeing a lot of food insecurity in our community, with other organizations closing down or being closed down we are doing our best to help the marginalized community by attempting to fill the gap and with our partnership with Roadrunner is the only way that is possible. What we do here as a program is only possible with the partnership with Roadrunner and we are always looking for ways to serve the community at large, especially when it comes to food security."

Part C - Demographics					
Agency Name: Roadrunner Food Bank					Fiscal Yr: 2025
Contract Name: Food Distribution					
	July-Sept	Oct-Dec	Jan-Mar	Apr-Jun	
	QTR 1	QTR 2	QTR 3	QTR 4	
Quantity from Part A					
<b>Age</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	<b>YTD unduplicated</b>
0-5 years old					0
6-17 years old					0
18-24 years old					0
25-64 years old					0
65 years and older					0
Undisclosed					0
<b>Total number of clients</b>	0	0	0	0	0
<b>Gender</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	<b>YTD unduplicated</b>
Female					0
Male					0
Non-binary					0
Self-described					0
Other					0
Undisclosed					0
<b>Total number of clients</b>	0	0	0	0	0
<b>Household Annual Income</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	<b>YTD unduplicated</b>
0% - 30% AMI					0
31% - 50% AMI					0
51% - 60% AMI					0
61% - 80% AMI					0
81% on up AMI					0
Undisclosed					0
<b>Total number of clients</b>	0	0	0	0	0
Click this link and scroll down to see income thresholds: <a href="https://www.cabq.gov/health-housing-homelessness/housing/affordable-housing">https://www.cabq.gov/health-housing-homelessness/housing/affordable-housing</a>					
<b>Race</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	<b>YTD unduplicated</b>
American Indian and Alaska Native					0
Asian					0
Black or African American					0
More Than One Race					0
Native Hawaiian or Pacific Islander					0
White					0
Other					0
Undisclosed					0
<b>Total number of clients</b>	0	0	0	0	0
<b>Ethnicity</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	<b>YTD unduplicated</b>
Hispanic/Latino					0
Non Hispanic/Non Latino					0
Undisclosed					0
<b>Total number of clients</b>	0	0	0	0	0
<b>Residence</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	<b>YTD unduplicated</b>
City of Albuquerque					0
County of Bernalillo (Unincorporated)					0
Other					0
Undisclosed					0

Agency Name: Roadrunner Food Bank  
Program Staff Name: Erica Colmenares

Contract Name: Food Distribution

Fiscal Yr: 2025

Filename according to quarter. Example for first quarter (Agency Program FY25 Qtr1)

**RUBRIC: Quarterly Assessment of Whether Contract Performance Met Expectations**

For Each Quarterly Report, assess contract performance with this rubric. Enter the result on the Sharepoint Contract Status spreadsheet in the Column for Quarterly Report for Q1, Q2, Q3, and Q4. For further information, see Standard Operating Procedure.

0% - 49%      50% - 89%      90% - 100%      101% on up  
**Unmet**      **At-Risk**      **Met**      **Exceeds**

		QTR 1	QTR 2	QTR 3	QTR 4
<b>Output 1:</b> Report the number of pounds served of quality and nutritious food directly to persons of low-to-moderate income and indirectly through partner emergency food pantries, day care centers, emergency shelters, and other selected agencies, in the Albuquerque metropolitan area as evidenced by the agency's inventory system.	Goal	95921.5	191843	287764.5	383686
	Actual	31520	264437	388099	388099
	Score	33%	138%	135%	101%
	Rating	Unmet	Exceeds	Exceeds	Exceeds

Notes:

<b>Outcome 2A:</b> Report the average rating given by the partner agencies surveyed on the quality of food provided, on a scale of 1 to 10.	Goal	800%	800%	800%	800%
	Actual	115%	104%	108%	0%
	Score	14%	13%	13%	0%
	Rating	Unmet	Unmet	Unmet	Unmet

Notes:

<b>Output 4:</b> Report the amount used to purchase high-need food items to Health and Social Service Centers as evidence by Inventory System.	Goal	\$7,500.00	\$15,000.00	\$22,500.00	\$30,000.00
	Actual	\$0.00	\$0.00	\$30,000.00	\$30,000.00
	Score	0%	0%	133%	100%
	Rating	Unmet	Unmet	Exceeds	Met

Notes:

<b>Agency is a Good Neighbor</b>	Complaint that is not remedied or multiple complaints	Complaint that is remedied	No complaints (or is unfounded)	Community praise
Notes:	Rating			

<b>Fiscal Financing</b>	One invoice rejected multiple times	Multiple invoices rejected at least once	One invoice or less rejected once	No rejects!
Notes:	Rating			

<b>Timeliness, Evidence of Activity</b>	No funds drawn	Lower than anticipated funds drawn down	Draw-down on schedule	N/A
Notes:	Rating			

**Summary determination:**

Assess all scores and determine a final summary score to enter on Sharepoint: Contract Status

<b>Quarterly Report Score</b>				
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Automatic UNMET: Lack of background checks, Five or more unresolved program findings, Critical unresolved invoice issues, Significant unresolved audit findings, Lack key staff to Implement, Lack board oversight

<b>Training and Technical Assistance Action Steps</b>				
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<b>Prepared By Program Specialist:</b>	Date/Initials				
<b>Reviewed By COC:</b>	Date/Initials				
<b>Approved By DM:</b>	Date/Initials				

\*Apply Date/Initials under appropriate Quarter