

APPENDIX #1a: Authorized Official Designation (if applicable)

This form must be completed in the event that the Organization's Governing Board has designated an Authorized Official who is not a member of the Governing Board who has been authorized by action of that board to bind the organization.

PLEASE NOTE: Board Minutes documenting Board approval of the designation will be required in the event of Recommendation for Award and Subsequent Contracting.

1. Name of Applicant Organization: Roadrunner Food Bank Inc.

2. Title of Applicant's Project: Food Distribution in Albuquerque

3. Authorized Official Designee(s)

Approval of Contract

Social Services Contracts shall be signed by an Authorized Official. If the Authorized Official is not a member of the Board of Directors, documentation reflecting the authority of the Authorized Official approved by the Board of Directors, and reflected in Board minutes shall be provided. Regardless of signer, City contracts must be reviewed and approved by the Board. Copies of the minutes of the board meeting at which the contract was reviewed and approved by the Board shall be maintained on file at the organization.

Dana Yost	President & CEO	dana.yost@rrfb.org
Typed Name of Designee	Title	Email

Approval of Project Progress Reports

Submitted Project Progress Reports shall be reviewed and approved by the organization Board of Directors and signed by an Authorized Official. If the Board of Directors has authorized a Director-level employee to sign on their behalf, documentation reflecting the authority of the signer approved by the Board of Directors, and reflected in Board minutes shall be provided.

Andrea Nash	Chief Development Officer	andrea.nash@rrfb.org
Typed Name of Designee	Title	Email

Fiscal Reports and Monitoring Requirements

Following the conclusion of a monitoring visit, a written report of Findings and recommendations for corrective actions, if any, will be provided by the Department to the Organization Director and Governing Board of the organization. A nonprofit organization's written response, when required, to a Department monitoring report shall be signed by an Authorized Official and approved by the Governing Board of the organization. If the Authorized Official is not a member of the Board of Directors, documentation reflecting the authority of the Authorized Official approved by the Board of Directors, and reflected in Board minutes shall be provided. Copies of the minutes of the board meeting at which the Report was reviewed and approved by the Board shall be maintained on file at the organization.

Lauren Pena	Interim Chief Financial Officer	lauren.pena@rrfb.org
Typed Name of Designee	Title	Email

4. Signature of Authorized Board Official



Date Signed
7/21/26