



# RMDZ Zone Information Reporting System (ZIRS) Zone Incentive Funds (ZIF) Updates

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## November 2011



### ➤ ZIF Updates

- One-Stop Entry for All ZIF Functions
- VDR Automatically Attached
- Reimbursement Form Automated

### ➤ VDRs and ZARs

- Vendor Data Record (VDR) Overview
- Zone Annual Report (ZAR)  
Due Date Reminder
- Business “Latest Communication”  
Snap Shot View



# RMDZ ZIRS ZIF Updates -> New ZIF Enhancements

1. ZIF Summary Page Subtab
2. Responsibility Labels: **ZA** Request, **ZL** Review, **ZC** Approval
3. ZIF Document Subtab now in same set of Subtabs (*One less entry area!*)
4. ZIF Documentation Summary Box
5. VDR Automatically Attached (*One less attachment!*)
6. Reimbursement Form Now Automatically Generated (*One less form to complete!*)

**Recycling Market Development Zones v2.6** Authorized Use Only Home | Reports | Help | Sign Out

Home > Zones > **State** > Summary

**Zone ZIF Summary: Tehama**

ZIF: 01126-Other

Summary | General | Contacts | Addresses | Businesses | Loans | Activities | **ZIF** | Documents | Communications

Summary | ZA Request | ZL Review | ZC Approval | Payment | ZIF Documentation

**ZIF Information**

ZIF Status: [Pre-Approved](#) [Print ZIF Information](#)

**Zone Administrator (ZA) Request**

Request Status: Submitted for PreApproval Date: 8/30/2011

Fiscal Year: 2011-2012

Category: Industry Trade Shows, Conferences

ZIF Activity: Other

ZIF Activity Objective: To become more adept in the field of economic development

ZIF Activity Description: Training at Introduction to Economic Development Certificate Program Location California State University, Fresno 5241 N. Maple Ave., Fresno, CA 93740 Start Time 10/17/2011 8:00 AM End Time 10/20/2011 6:00 PM Description This program is for both new professionals entering the field of economic development and existing professionals including elected officials who want to advance their career and better serve their community. Participants have the opportunity to I

Request Amount: 1,215.77

Expected Completion Date: 10/21/2011

How will funds be used: \$700.00 course fees, \$475 for 5 nights hotel stay (includes taxes), \$280.50 mileage expense for round trip travel at \$0.51 per mile, 5 days of meal expenses at \$75.00.

**Proposed**

Activity Metrics: The ZA is well trained and coursed in the field of landfill and recyclables management. The ZA does not have any expertise in the field of economic development. The ZA will attend the Economic Development Certification Training Program at Cal State Fresno.

**Accomplished**

Activity Metrics: The ZA attended the Economic Development Training at CSU Fresno.

**Evaluation Metrics:** The ZA will pass the exam and receive the Economic Development Certificate, so that she may better educate potential RMDZ businesses in regards to economic development financem small business development, and business retention and expansion.

The ZA passed the exam and received the Economic Development Certificate, so that she may better educate potential RMDZ businesses in regards to economic development financem small business development, and business retention and expansion.

**Remit To Information:**

Payable To: Tehama County/Red Bluff Landfill Management Agency

Street Address: 19995 Plymire Road

Address 2:

City: Red Bluff

State: CA

Zip Code: 96080

**Zone Liaison (ZL) Review**

Review Status: Recommend Pre-Approval

Review Note: Tehama is very pro-active in economic dev

**Zone Coordinator (ZC) Approval**

Approval Status: Pre-Approved

Approval Note: Approved to proceed. Verified with Cara/Primo/Kristin

**Zone Information**

Tehama RMDZ URL

19995 Plymire Rd, Red Bluff, CA 96080-9542 [Map](#)

Administrator: [Kristina Miller](#) (530) 528-1103 [Email All](#)

Zone Liaison: [Cindi Rumenapp](#) (916) 341-6604

Loan Officer: [Govindan Viswanathan](#) (916) 341-6536

**ZIFs**

ZIF#	FISCAL YEAR	STATUS	AMOUNT(\$)
<a href="#">1126</a>	2011-2012	Pre-Approved	1,215.77
<a href="#">1118</a>	2010-2011	Paid	681.83
<a href="#">1102</a>	2010-2011	Paid	290.00
<b>Total:</b>			<b>2,187.60</b>

Page 1 of 1 Count: 3

**ZIF Documentation**

FILE	DATE	UPLOADED BY	TYPE
<a href="#">VDR Form204 FY 2011-12 City of Tehama</a>	11/23/2011	Krysty Emery	204 - Vendor Data Record (VDR)
<a href="#">ZIF 1126 Economic Development Program</a>	11/17/2011	Cindi Rumenapp	ZIF Backup Documentation

Page 1 of 1 Export To Excel Count: 2

Addresses | Businesses | Loans | Activities | **ZIF** | Documents | Communications

Summary | ZA Request | ZL Review | ZC Approval | Payment | ZIF Documentation

*Expanded View of Updated Responsibility Labels*

# RMDZ ZIRS ZIF Updates -> New ZIF Enhancements -> ZA Request Screen Updates

1. VDR Automatically Attached
2. Payee Information Verification – Based on Data Provided in VDR
3. ZIF Documentation Summary Box

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[Home](#) > [Zones](#) > [ZIFs](#) > [ZA Request](#)

## Zone Incentive Fund ZA Request: Tehama

**ZIF: 00000-** [Summary](#) | [General](#) | [Contacts](#) | [Addresses](#) | [Businesses](#) | [Loans](#) | [Activities](#) | [ZIF](#) | [Documents](#) | [Communications](#)

[Summary](#) | [ZA Request](#) | [ZL Review](#) | [ZC Approval](#) | [Payment](#) | [ZIF Documentation](#)

**Enter information and select save.**  
Fields marked with \* (asterisk) are required.

**Request Status:** Pending [Print](#)

\* **Date Requested:** 11/30/2011

\* **Category:** Select Category..

\* **Activity:** Select Activity..

\*  **Activity Objective:**

\*  **Activity Description:**

\* **Amount Requested:**

\*  **Est. Completion Date:**

**Actual Completion Date:**

\*  **How will funds be used:**

**Proposed** **Accomplished**

**Activity Metrics:**

**Evaluation Metrics:**

**Remit to Information:**

**Payable To:** Tehama County/Red Bluff Landfill Management Agency

**Address 1:** 19995 Plymire Road

**Address 2:**

**City:** Red Bluff

**State:** California

**Zip Code:** 96080

**Zone Information**

**Tehama** [RMDZ URL](#)  
19995 Plymire Rd, Red Bluff, CA 96080-9542 [Map](#)  
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<a href="#">1126</a>	2011-2012	Approved for Reimbursement	1,215.77
<a href="#">1118</a>	2010-2011	Paid	681.83
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Page 1 of 1 Count: 3

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TITLE	DATE	UPLOADED BY	TYPE
<a href="#">VDR Form204 FY 2011-12 City of Tehama</a>	11/23/2011	Krysty Emery	204 - Vendor Data Record (VDR)

Page 1 of 1 Export To Excel Count: 1

**Enter information and select save.**  
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# RMDZ ZIRS ZIF Updates -> New ZIF Enhancements -> ZL, ZC and Payment Screen Updates

Recycling Market Development Zones v2.6
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Home > Zones > ZIFs > Payment
Home | Reports | Help | Sign Out

### Zone Incentive Fund Payment: Tehama

[Summary](#) | [General](#) | [Contacts](#) | [Addresses](#) | [Businesses](#) | [Loans](#) | [Activities](#) | [ZIF](#) | [Documents](#) | [Communications](#)

ZIF: 01126-Other Summary | ZA Request | ZL Review | ZC Approval | Payment | ZIF Documentation

[Back](#) | [Edit](#)

**Payment Status:** Pending [Print Reimbursement Form](#)

**Date Processed:**

**PO Number:**

**Zone Information**

[Tehama](#) [RMDZ URL](#)

19995 Plymire Rd, Red Bluff, CA 96080-9542 [Map](#)

**Administrator:** [Kristina Miller](#) (530) 528-1103 [Email](#) [All](#)

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Recycling Market Development Zones v2.6
Authorized Use Only

Home > Zones > ZIFs > ZC Approval
Home | Reports | Help | Sign Out

### Zone Incentive Funds ZC Approval: Tehama

[Summary](#) | [General](#) | [Contacts](#) | [Addresses](#) | [Businesses](#) | [Loans](#) | [Activities](#) | [ZIF](#) | [Documents](#) | [Communications](#)

ZIF: 01126-Other Summary | ZA Request | ZL Review | ZC Approval | Payment | ZIF Documentation

[Back](#) | [Edit](#)

**Review Status:** Recommend Pre-Approval

**Date:** 9/1/2011

**Review Note:** Tehama is very pro-active in economic development and any additional training would be

**Zone Information**

[Tehama](#) [RMDZ URL](#)

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Recycling Market Development Zones v2.6
Authorized Use Only

Home > Zones > ZIFs > ZL Review
Home | Reports | Help | Sign Out

### Zone Incentive Fund ZL Review: Tehama

[Summary](#) | [General](#) | [Contacts](#) | [Addresses](#) | [Businesses](#) | [Loans](#) | [Activities](#) | [ZIF](#) | [Documents](#) | [Communications](#)

ZIF: 01126-Other Summary | ZA Request | ZL Review | ZC Approval | Payment | ZIF Documentation

[Back](#) | [Edit](#)

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Page 1 of 1 Count: 3

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<a href="#">ZIF 1126 Economic Development Certificate Program</a>	11/17/2011	Cindi Rumenapp	ZIF Backup Documentation

Page 1 of 1 Export To Excel Count: 2

# RMDZ ZIRS ZIF Updates -> VDR Submission Pop Quiz and Winners!

1. What was the VDR Response Rate by Zone Works? \_\_\_\_\_

- Circle One
- a) 38%
  - b) 77%
  - c) 92%

2. After completing sections 2 and 6, who do you send your VDR to? \_\_\_\_\_

- Circle One
- a) E-mail to ZC (Mitch) and your ZL
  - b) Post office
  - c) Franchise Tax Board

3. Who was the first to get their VDR in? \_\_\_\_\_

Fill In





Total Annual Zone Incentive Funds are broken into two categories.

## **Total Rolling Zone Incentive Funds \$5,000/yr**

### **A) Zone Outreach \$3500/yr**

- i) ZIF Activity Requests
- ii) Managed by Mitch Delmage
- iii) VDR for Zone Entity

### **B) Zone Works Attendance \$1500/yr**

- i) Hotel, Airfare, Conference Reg. Fee (all automatically processed)
- ii) Managed by CSUS
- iii) Personal VDR for remaining misc. travel reimbursement, ie mileage, parking, etc.

- 2010 ZAR is due Thursday, March 1, 2011
- The new ZAR Manual will also available in Sharepoint
- Reminder about Reporting Process !! Verify FIRST then report!!
  - Review and input all data first,  
THEN capture that data in an annual report
  - Report Print option available  
via top blue ribbon on the right, under Reports
- A Tons Jobs Survey Letter Template will be available for your use, and will be circulated via e-mail, and be available in the ZIRS Documents.

# RMDZ ZIRS ZIF Updates -> Businesses Latest Communications Snap Shot View

1. Click "Zone" on Left Navigation Bar
2. Click the Businesses Tab.
3. Summary List of Businesses will Appear
4. Now Includes column "Last Communication"
  1. Shows the last date of any logged communications
  2. Provides snap shot of Businesses that may need contacting!

**Recycling Market Development Zones v2.6** Authorized Use Only Home | Reports | Help | Sign Out

Home > Zones > Summary  
**Zone Summary: Sonoma/Mendocino/Lake Counties**

Summary General Contacts Addresses **Businesses** Loans Activities ZIF Documents Communications Notes

Existing Business			Zone Information		
BUSINESS NAME	TONS DIVERTED	JOBS CREATED	Sonoma/Mendocino/Lake Counties	RMDZ URL	Zone Local URL

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**Recycling Market Development Zones v2.6** Authorized Use Only Home | Reports | Help | Sign Out

Home > Zones > Businesses  
**Zone Businesses: Sonoma/Mendocino/Lake Counties**

Summary General Contacts Addresses **Businesses** Loans Activities ZIF Documents Communications Notes

[Add Business](#)

BUSINESS NAME	LAST COMMUNICATION	TYPE	PRIMARY CONTACT	STREET ADDRESS	CITY	COUNTY	STATUS
<a href="#">Bruce McCracken</a>		Unknown					Potential
<a href="#">City of Cloverdale</a>		Mulch/Compost	<a href="#">Ruth ,Unciano</a>	City Hall Annex 126 N. Cloverdale Blvd.	Cloverdale	Sonoma	Existing/Open
<a href="#">Cold Creek Compost Inc.</a>	7/7/2010	Mulch/Compost	<a href="#">Martin ,Mileck</a>	6000 Potter Valley Rd	Ukiah	Mendocino	Existing/Open
<a href="#">Discount Auto Glass</a>	9/16/2010	Reuse					Potential
<a href="#">Encore Ribbon, Inc.</a>		Recycling manufacturer		1010 Dutton Ave	Santa Rosa	Sonoma	Existing/Open
<a href="#">GreenLife Furniture</a>	2/23/2011	Recycling manufacturer	<a href="#">Drew ,Stillman</a>				Potential
<a href="#">Into The Woods</a>		Mulch/Compost		300 Water St	Petaluma	Sonoma	Closed
<a href="#">Law Offices of Leonard Allen Riley</a>	2/10/2011	Conversion Technology					Potential
<a href="#">ReBuild Store</a>		Unknown		Kunzler Ranch Rd	Ukiah	Mendocino	Potential
<a href="#">Recycled Lumberworks</a>		Secondary Processor	<a href="#">Joe ,Garnero</a>	596 Park Blvd	Ukiah	Mendocino	Closed
<a href="#">Sushi Tozai</a>		Mulch/Compost	<a href="#">Soheil ,Majid</a>				Potential
<a href="#">Tuff Mats</a>		Recycling manufacturer					Existing/Open
<a href="#">Winewood Products LLC</a>		Reuse	<a href="#">David ,Voql</a>	915 Piner Rd	Santa Rosa		Existing/Open
<a href="#">Yokayo Biofuels</a>		Unknown					Potential

Page 1 of 1 Count: 14

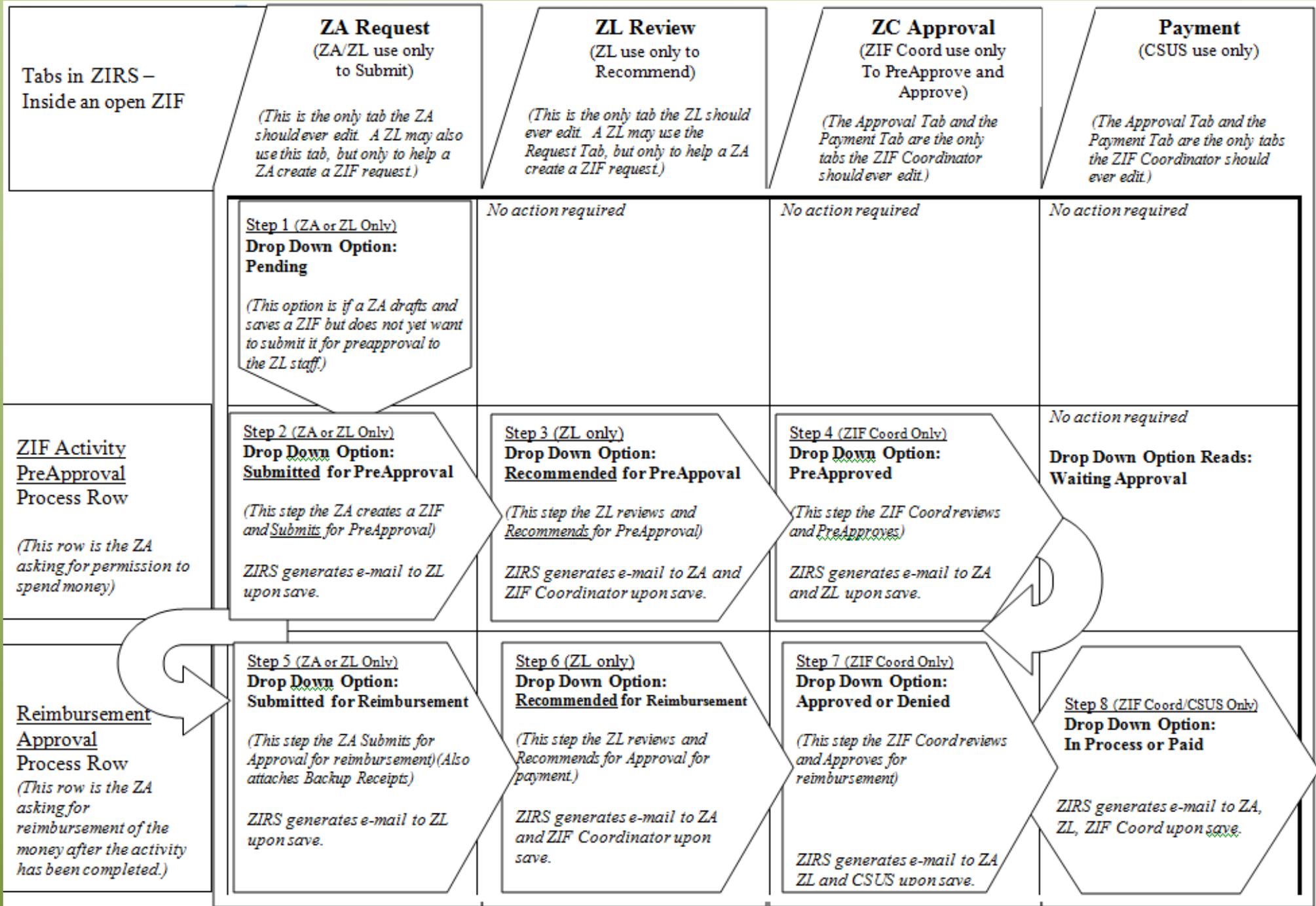
Recycling Market Development Zones <https://secure.calrecycle.ca.gov/RMDZ/>  
 Contact: [RMDZZIRSHelp@calrecycle.ca.gov](mailto:RMDZZIRSHelp@calrecycle.ca.gov)

Contact your ZL first  
for any Zone or ZIRS questions.

ZLs will contact Krysty Emery  
for ZIRS User Application issues.  
(916) 341-6684  
[Krysty.emery@calrecycle.ca.gov](mailto:Krysty.emery@calrecycle.ca.gov)

Krysty will get back to both the ZL and the ZA usually in  
a cc:ed e-mail or coordinated phone call.

# RMDZ ZIRS ZIF Updates -> ZIF Process Refresher Appendix-> Process Flow Diagram



## **Phase 1: ZIF Activity “PreApproval”**

**Step 1:** ZA drafts ZIF PreApproval Request in ZA Request Tab

- (ie asks permission to conduct activity to spend money.)
- ZA sets status to Pending if they want to save a draft only.

**Step 2:** ZA Submits ZIF Preapproval in ZA Request Tab.

- ZA sets ZIF status to “Submitted for Preapproval”
- ZIRS automatically notifies ZL via e-mail

**Step 3:** ZL Reviews the ZIF in the ZL Review Tab.

- A ZL sets Review status to “Recommends for Preapproval”, and adds any comments, or works with ZA to address any issues.
- ZIRS automatically notifies ZIF Coordinator via e-mail

**Step 4:** ZIF Coord “PreApproves” after review in the ZC Approval Tab.

**Action Phase: ZA conducts activity and incurs expenses.**

**Phase 2: Reimbursement “Approval”**

**Step 5b:** ZA Prepares Back up, Submits for Reimbursement in ZA Request Tab.

- ZA updates Accomplishment fields and attaches back up receipts
- ZA sets status to “Submit for Reimbursement”, then “Save”

**Step 6:** ZL reviews request for reimbursement and backup docs.

- ZL Updates status to “Recommends Approval” in the ZL Review Tab
- If adjustments are needed, ZL works w/ ZA to final until acceptable

**Step 7:** ZIF Coordinator reviews reimbursment request and backup docs.

- ZIF Coordinator “Approves” in the ZC Approval Tab

**Step 8:** CSUS processes payment.