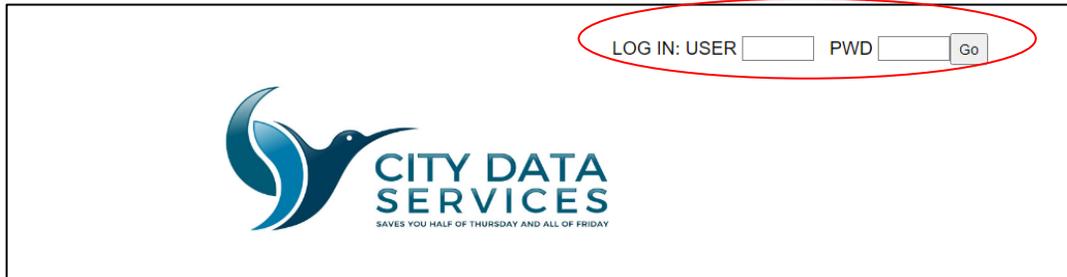


**City Data Services (CDS) Application Instructions**  
**How to access CDS set up account and start application**

1. Go to [www.citydataservices.net](http://www.citydataservices.net). For new users use the following login to sign on to the system for the first time:

Login: WAL2024	Password: WAL2024
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**For returning users, login to sign on with your user ID and password (and skip to #4).**



**New Users:**

2. Fill in all applicable information on this page, choose which application you want to apply for, and click on “Request an Account.”

**If you want to apply for  
Projects in Walnut Creek Only,**

use the form below to create an account.

**DO NOT use this form if you are currently funded by a Contra Costa County jurisdiction, and have a City Data Services login.**

If you already have a City Data Services account with a jurisdiction in Contra Costa County, log in under that account and choose a button in the upper right corner to apply for a new program.

Complete this form to request an account:

AGENCY NAME:			
AGENCY ADDRESS:			
AGENCY CITY:		AGENCY ZIP:	
AGENCY TELEPHONE NUMBER:			
PROJECT NAME:			
CONTACT PERSON:		CONTACT TELEPHONE:	
EMAIL ADDRESS:			
Select one of the jurisdictions you will be applying to:	Choose	▼	
I want to apply for:	Choose	▼	
After completing this form, click the submit button below. The subsequent screen will display your login information. Follow the link shown to log in and begin your application. Please record your login information. Login information will also be emailed to the email address given.			
<input type="button" value="Request an Account"/>			

3. You will receive a new User ID and Password. Return to the main login screen and login using your new User ID and Password.

4. Once you have logged into the system with your new user ID and password, click “2024/25 Walnut Creek Application”. The application page looks like this:



**City:** **Walnut Creek**

[Help with this page](#)

Stefanie Brynen  
 Housing Manager, City of Walnut Creek  
 Phone: (925) 943-5899 x2208  
 Email: [brynen@walnut-creek.org](mailto:brynen@walnut-creek.org)

[Return to Main Page](#)

**City of Walnut Creek**  
**Application for Funding for FY 2024/25**  
**Community Development Block Grant (CDBG) Infrastructure/Public Facilities and Economic Development**  
**Due by 5pm, July 26th, 2024**

[Click Here](#) to see the RFP for FY2024/25.

SECTION 1. APPLICANT AND PROGRAM/PROJECT INFORMATION			
Applicant Name:	Test Agency		
Applicant Address:	1234 Test Address, Test City, CA 123456		
UEI Number:		Federal EIN/TIN Number:	
Type of Applicant	Public Agency <input type="button" value="v"/>		
Program/Project Name:	Test Program		
Brief Project Description (Max 4 Lines):			
Submitted By:	TestTest	Title:	
E-mail:	citydatareports@yahoo.com	Fax:	
Project Manager:	TestTest	Title:	
E-mail:	citydatareports@yahoo.com	Fax:	
Executive Director:		Title:	
E-mail:		Fax:	
Finance Contact:		Title:	
		Phone:	

5. For application questions, please contact Stefanie Brynen, Housing Manager at the City of Walnut Creek at (925) 943-5899 x2208 or [housing@walnut-creek.org](mailto:housing@walnut-creek.org).