

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

1. Go to www.citydataservices.net. For new users use the following login to sign on to the system for the first time:

Login: WAL2025	Password: WAL2025
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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 “FY2025/26 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

Allison Rustick
Phone: (925) 943-5899 ext. 2186
Email: rustick@walnut-creek.org

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**City of Walnut Creek
Community Development Block Grant (CDBG) Housing Rehabilitation, Economic Development,
Infrastructure/Public Facilities FY 2025-2026
Due by 5pm, March 24th, 2025**

[Click Here](#) to see the RFP for FY2025/26.

SECTION 1. APPLICANT AND PROGRAM/PROJECT INFORMATION			
Applicant Name:	Test Housing Agency		
Applicant Address:	123 Main St, Concord, CA 94949		
UEI Number:	1234564789	Federal EIN/TIN Number:	12345678911
Type of Applicant	Non-Profit		
Program/Project Name:	TEST		
Brief Project Description (Max 4 Lines):			
test 123 abc			
Submitted By:	Joe James	Title:	title
E-mail:	jag150s@yahoo.com	Fax:	650-533-5555
Project Manager:	Joe James	Title:	abc
E-mail:	jag150s@yahoo.com	Fax:	650-533-5555
Executive Director:	Joe James	Title:	test
E-mail:	test@test.com	Fax:	650-533-5555
Finance Contact:	Joe James	Title:	acb
E-mail:	test@test.com	Fax:	650-533-5555

CDBG Project - Please Check Boxes for Category & Subcategory			
		<input type="radio"/> Economic Development	<input checked="" type="radio"/> Infrastructure/Public Facilities/Housing Rehabilitation
		<input type="radio"/> Microenterprise Assistance	<input type="radio"/> Acquisition
		<input type="radio"/> Training & Placement	<input type="radio"/> Rehabilitation
		<input type="radio"/> Job Creation	<input checked="" type="radio"/> New Construction
		<input type="radio"/> Job Retention	<input type="radio"/> ADA Compliance
After making your selections above, Click Here to format the remainder of the application based on your choices above.			

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.