## 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:

CCC2022 Password: CCC2022

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



## www.citydataservices.net

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## **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".



Contra Costa Gabriel Lemus Email: Gabriel.Lemus@dcd.cccounty.us (925) 674-7882

Go

If you want to apply for
Funding for Public Service, Economic Development, Infrastructure/Public Facilities Projects, or ESG Funding in Antioch, Concord, Pittsburg, Walnut Creek, or Contra Costa County or Funding for Affordable Housing Projects from Contra Costa County, 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 lo If you already have a City Data Services account with a jurisdiction in Contra Costa County, log in under that account, and either re-apply for your existing program, or choose a button in the upper right corner to apply for a new program.

Complete this form to request an account AGENCY ZIP: GENCY TELEPHONE NUMBER: CONTACT PERSON: CONTACT TELEPHONE MAIL ADDRESS: want to apply for: Choose Select one of the jurisdictions you will be applying to: 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. 3. Click on "Click Here" to return 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 on "Create a new FY 2022/23 Public Services Application" or "Create a new FY 2020/23 Housing Project Application":



5. Owner-Occupied and/or Rental Rehabilitation Program should create a Public Services Application instead of Housing Project Application. Once you have initiated the application, check boxes for category & subcategory:

CDBG Project Please Check Boxes for Category & Subcategory		
Public Service	C Economic Development	○ Infrastructure/Public Facilities
O General	Microenterprise Assistance	O Acquisition
O Fair Housing	○ Training & Placement	<ul><li>Rehabilitation</li></ul>
Owner/Rental Rehab	○ Job Creation	New Construction
	O Job Retention	O ADA Compliance
Emergency Solutions Grant (ESG) Project, Contra Costa or State Funded		
We are applying for funding from:		
□ Antioch □ Concord	☑ Pittsburg ☑ Walnut Creek ☑ Contra	Costa
After making your selections above, Click Here to format the remainder of the application based on your choices above.		

6. For application questions, please contact Daniel Davis at (925) 655-2884 or <a href="mailto:Davis@dcd.cccounty.us">Daniel.Davis@dcd.cccounty.us</a>.