

Attachment A: Instructions for Completing San Leandro’s CAP/CDBG RFP Application in City Data Services (CDS)

PLEASE REMEMBER TO SAVE FREQUENTLY: see bottom of application page and click “Save as Draft.”

If you have any technical questions regarding this application portal, please contact City Data Services at: [650-533-5933](tel:650-533-5933) or CityDataServices@yahoo.com or click green “Help with this Page.”

citydataservices.net

LOG IN: USER [SL2023] PWD [.....] [Go]

CITY DATA SERVICES
SAVES YOU HALF OF THURSDAY AND ALL OF FRIDAY

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Complete Grant and Loan Management
Software Solution for Cities and Counties

Built by City Staff for City Staff

CDS provides complete, "Smart" solutions managing all public services, economic development and housing through a cloud-based platform - wherever you are. CARES, CDBG-CV, emergency funds, not a problem! From applications and reporting, to monitoring, inspections, compliance and portfolio management. We are your go to when your work load is off of the charts!

1. Go to the City Data Services website: <http://citydataservices.net/>
 - a. If you are an **agency that is new to CDS**, then you will need to “request an account” to apply. Do this by going to the website and at the **Log In** enter **SL2023** and at the **Password** enter **SL2023**. Note that the Log In and Password are case sensitive (i.e., capitalize the “SL” in password above).
 - b. If you are an **agency that has received City of San Leandro funds and have used CDS in the past year**, then you should use your agency’s existing Log In/User ID and Password. Skip steps #2-#4 and proceed to step #5 of these directions.

2. **New agencies, complete information (see image below) and click “Request an Account.”**



City of San Leandro
 Community Development Dept
 Maryann Sargent
 Senior Housing Specialist
 835 E 14th St
 San Leandro, CA 94577
 Phone: 510-577-6005
 Email: msargent@sanleandro.org

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If you want to apply for
 Funding for Consolidated Community Funding in San Leandro ,
 use the form below to create an account.
DO NOT use this form if you are currently funded by the City of San Leandro and have a City Data Services login.
 If you already have a City Data Services account with a San Leandro,
 log in under that account and choose a button in the upper right corner to apply for a new program.



Agency Name:	
Agency Address:	
Agency City:	Agency Zip:
Agency Contact:	Contact Telephone:
Contact Email:	NOTE: Email correspondence about this application will be sent to this address
<input type="checkbox"/> Copy Agency Information to Program	
Program Name:	
Program Address:	
Program City:	Program Zip:
Program Contact:	Contact Telephone:
Program Email:	
Jurisdiction applying to: Choose ▾	
Type of Application: 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.	
Request an Account	

3. A screen with a new Log In/User ID and Password will appear.
- Make sure to write the information down for future reference.
 - An email with your new user Log In/User ID and Password will be sent to the Contact email address that you entered in the “Request an Account” screen (see #2 above).
 - There is only one (1) Log In/User ID per agency, so share with persons that need to access this site.



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Thank you for your interest in applying for FY2023 funding from the City of San Leandro. Here is your User ID and Password. Please note that only one user id is required for each agency. Please share this information with any other needed users in your agency.

Your User ID is: 
 Your Password is: 

[Click here](#) to return to the main login screen and apply for 2023 funding, at www.citydataservices.net.

4. Go back to the main page of the CDS website (www.citydataservices.net) and use this Log In/User ID to get started on your application. After you login you will be directed to the main login screen where you will click “Apply for FY 2023.”

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You are working in FY 2022/23 Change to [FY 2021/22](#)

Community Services
To view your reports, click on the link in the "Next Report" column.

Agency	Program	Exp Sum/RfR	Next Report	Application	Monitoring Visit	Last Agency Update	Last Staff Update
2023/24 Draft Applications			None	None	Apply for FY 2023		

5. For **Agencies that have received City of San Leandro funds and have used CDS in the past year**,
 - a. Use your existing Log In/User ID and Password to access the CDS application portal. Once Logged-in, click on the button in the upper right “Create a new FY 2023-25 Application.”
 - b. For existing agencies, this section will populate with information from your last year’s grant. To do this, go to the first question “I. GENERAL INFORMATION” and enter your “Organization Name” then click “Save and Continue.” If your Organization information does not populate or information has changed since your last application, then revise those fields with the correct information.

Make sure to click “Save and Continue” frequently!