

# How to Enroll in DDC's Mentoring Program



Department of  
Design and  
Construction

# 1. Businesses interested in DDC's Mentoring Program should register for DDC Anywhere.\*

**\*If you already have a DDC Anywhere account you just need to login.**

<https://ddcanywhere.nyc>

The screenshot displays the DDC Anywhere website interface. At the top left, the logo for DDC ANYWHERE is visible, along with the text "NYC Department of Design and Construction". On the top right, there is a search bar with the text "311 | Search all NYC.gov websites" and social media icons for Facebook, Twitter, Instagram, and YouTube. The main content area is split into two columns. The left column features a "Log in to DDC Anywhere" section with input fields for "Email" and "Password", a "LOG IN" button, and a "Reset Password" link. The right column contains a descriptive paragraph about DDC Anywhere's role as a central resource for providing information and tools to engage with communities and agencies. Below this text is a prominent "USER REGISTRATION" button. An orange arrow points from the URL above to this registration button. The background of the website is a blurred image of a city street with buildings and trees. At the bottom, there is a footer with navigation links: "Directory of City Agencies", "Notify NYC", "NYC Mobile Apps", "Contact NYC Government", "CityStore", "Maps", "City Employees", "Stay Connected", and "Resident Toolkit". The NYC logo and copyright information are also present in the footer.

## 2. Register as a Bidder/Proposer/Mentor. You will get an email to complete your registration.

The screenshot shows the 'DDC Anywhere User Registration' form. The form is divided into two main sections: 'Profile Information' and 'Security Information'. In the 'Profile Information' section, the 'Register as' dropdown menu is highlighted with an orange circle, and an orange arrow points to the 'Bidder/Proposer/Mentor' option. The 'Security Information' section includes fields for Password, Confirm Password, and three Security Questions.

**DDC Anywhere User Registration**

**Profile Information**

Register as: Bidder/Proposer/Mentor

Email: Email

First Name: First Name

Last Name: Last Name

Telephone Number: Telephone

Company: Company

EIN / Tax ID: EIN / Tax ID

**Security Information**

Password: Password

Confirm Password: Confirm Password

Security Question 1: Please select one

Security Question 2: Please select one

Security Question 3: Please select one

Answer: Answer

Answer: Answer

Answer: Answer

[Back to login](#) [Register](#)

**NYC** Department of Design and Construction  
311 | Search all NYC.gov websites  
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Directory of City Agencies  
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3. Once you click on the email to complete your registration, you can enter DDC Anywhere.

Click on Mentoring Access Portal.

The screenshot displays the DDC Anywhere website interface. At the top, the header includes the NYC Department of Design and Construction logo, a search bar, and user information for 'John Doe' with a 'Logout' button. A blue banner below the header contains a welcome message: 'DDC Anywhere is a central resource for providing information and tools that help us engage with the communities and agencies we serve. Through DDC Anywhere, we can collaborate with sponsor agencies and partner companies that share in the design, construction and renovation of civic facilities and surrounding infrastructure. We look forward to your participation and invite you to stay connected with us via the social media links above.' Below the banner is a grid of nine white buttons, each with an icon and a label. An orange arrow points from the text above to the 'Mentoring Access Portal' button. The footer contains links for 'Directory of City Agencies', 'Contact NYC Government', 'City Employees Stay Connected', 'NYC Mobile Apps', 'CityStore', 'Maps', and 'Resident Toolkit', along with the NYC logo and legal notices.

NYC Department of Design and Construction

311 | Search all NYC.gov websites

Home

John Doe Logout

DDC ANYWHERE

DDC Anywhere is a central resource for providing information and tools that help us engage with the communities and agencies we serve. Through DDC Anywhere, we can collaborate with sponsor agencies and partner companies that share in the design, construction and renovation of civic facilities and surrounding infrastructure. We look forward to your participation and invite you to stay connected with us via the social media links above.

Mentoring Access Portal

PDMS Payment System

PDMS Payment System Training

PROK-X Prok-X

RFP Documents Online

Safety and Site Support

Safety and Site Support Lite Training

PLUS ScoreCard Plus

SST Admin

Directory of City Agencies

Contact NYC Government

City Employees Stay Connected

NYC Mobile Apps

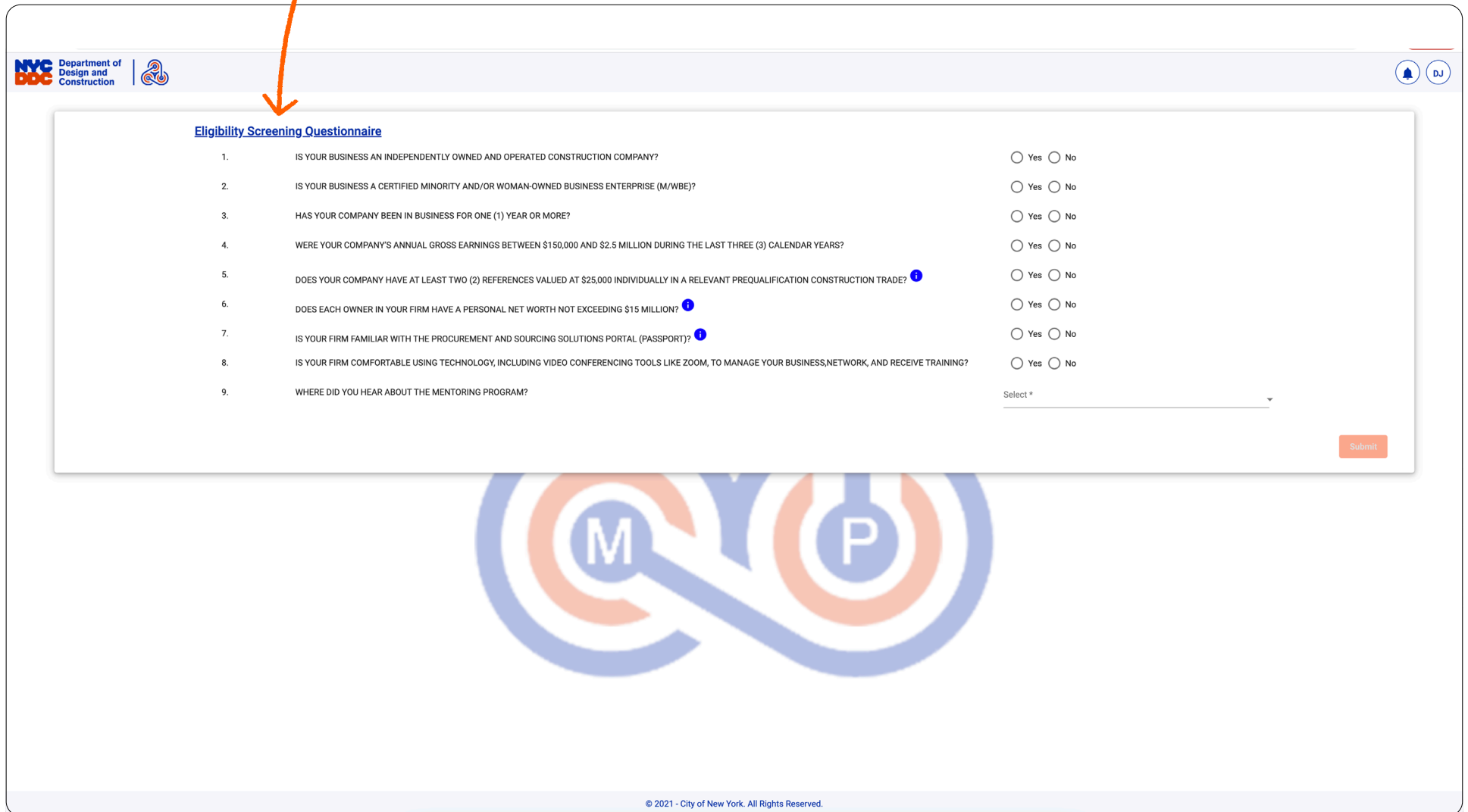
CityStore

Maps

Resident Toolkit

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# 4. Complete the Eligibility Screening Questionnaire.



**NYC DDC** Department of Design and Construction

Eligibility Screening Questionnaire

1. IS YOUR BUSINESS AN INDEPENDENTLY OWNED AND OPERATED CONSTRUCTION COMPANY?  Yes  No
2. IS YOUR BUSINESS A CERTIFIED MINORITY AND/OR WOMAN-OWNED BUSINESS ENTERPRISE (M/WBE)?  Yes  No
3. HAS YOUR COMPANY BEEN IN BUSINESS FOR ONE (1) YEAR OR MORE?  Yes  No
4. WERE YOUR COMPANY'S ANNUAL GROSS EARNINGS BETWEEN \$150,000 AND \$2.5 MILLION DURING THE LAST THREE (3) CALENDAR YEARS?  Yes  No
5. DOES YOUR COMPANY HAVE AT LEAST TWO (2) REFERENCES VALUED AT \$25,000 INDIVIDUALLY IN A RELEVANT PREQUALIFICATION CONSTRUCTION TRADE?  Yes  No
6. DOES EACH OWNER IN YOUR FIRM HAVE A PERSONAL NET WORTH NOT EXCEEDING \$15 MILLION?  Yes  No
7. IS YOUR FIRM FAMILIAR WITH THE PROCUREMENT AND SOURCING SOLUTIONS PORTAL (PASSPORT)?  Yes  No
8. IS YOUR FIRM COMFORTABLE USING TECHNOLOGY, INCLUDING VIDEO CONFERENCING TOOLS LIKE ZOOM, TO MANAGE YOUR BUSINESS, NETWORK, AND RECEIVE TRAINING?  Yes  No
9. WHERE DID YOU HEAR ABOUT THE MENTORING PROGRAM?

Submit

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# 5. Qualified businesses will receive access to the Mentoring Program application.

The screenshot displays the 'Mentoring Program Application' interface for 'John Doe Construction'. The header includes the NYC DDC logo and navigation links for 'Program Application' and 'Business Profile'. The user's profile information is shown as follows:

Owner name: John Doe	EIN: 012345678	Enrollment Status: Application in Progress
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Below the profile information, there are tabs for 'General Instructions' (selected), 'Application Forms', and 'Supporting Documents'. A section titled 'Download and Upload Instructions' contains a list of 10 steps for document preparation and upload.

APPLICATION DOCUMENT	UPLOADED FILES	UPLOADED BY	UPLOADED DATE	REVIEW STATUS
<a href="#">Part A - DDC Mentoring Program Application *</a>				
<a href="#">Part B - DDC Mentoring Program Application *</a>				
<a href="#">Part C - Statement of Personal Net Worth *</a>				
<a href="#">Part D - Certification on Behalf of Applicant *</a>				
<a href="#">Supplemental Application Data (Excel workbook)</a>				

A 'Submit' button is located at the bottom right of the application area.

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# 6. Download, complete, and upload the application forms. Upload supporting documents. Hit Submit.

The screenshot shows the NYC DDC Department of Design and Construction application portal. The left sidebar contains 'Program Application' and 'Business Profile' links. The main area is a list of application requirements, each with a download icon and a document icon. The 'Submit' button at the bottom right is circled in orange, with an orange arrow pointing to it from the top right of the slide.

Requirement	Download Icon	Document Icon
Federal Tax Return Year 3 (3 years ago, if applicable)	⬇	📄
State Tax Return Year 1 (Last year) *	⬇	📄
State Tax Return Year 2 (2 years ago, if applicable)	⬇	📄
State Tax Return Year 3 (3 years ago, if applicable)	⬇	📄
Bank Statement(s) *	⬇	📄
Owner and Key Personnel Resumes *	⬇	📄
Project References *	⬇	📄
Certificate of Authority * 1	⬇	📄
U.S. Citizenship or Non-U.S. Citizenship Documentation *	⬇	📄
Credit Line Letter(s)	⬇	📄
Bonding Capacity Letter(s)	⬇	📄
Other Certifications, Registrations, Licenses, Permits	⬇	📄
Leasing Agreements	⬇	📄
Insurance Certificates	⬇	📄
Written Safety Program/Plan	⬇	📄
Organizational Chart	⬇	📄
Marketing Materials	⬇	📄
Capability Statement	⬇	📄
M/WBE Certificates	⬇	📄

Submit

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Monitor your email for the next steps. Please also sign up and file disclosures in PASSPort.

Contact us at [businessdevelopment@ddc.nyc.gov](mailto:businessdevelopment@ddc.nyc.gov) with your questions.