



July 24, 2023

Toyin Akisanya
Griotitude LLC
1905 S 5th St
Minneapolis, Mn

Dear Toyin Akisanya,

The Minnesota Unified Certification Program (MnUCP), in compliance with 49 Code of Federal Regulations Part 26 (49 C.F.R. §§26 et seq.), is pleased to inform you that your firm has been certified as a Disadvantaged Business Enterprise (DBE) with the MnUCP, effective date **July 19, 2023** in the following NAICS codes:

- 611710—Educational Support Services**
- 611430—Professional and Management Development Training**
- 611420—Computer Training**
- 541511—Custom Computer Programming Services**

The description of services performed by your firm will be:

Custom e-learning design and development. Needs analysis, instructional design, storyboarding, and e-learning development. Interactive, scenario-based, gamified, and professional.

In order to remain certified under 49 C.F.R. Part 26, you must contact our office if any significant changes occur in your firm. This includes changes in any of the following: address, work areas the firm performs, locations where the work is conducted, and ownership of the firm.

Federal regulations require that in order to remain qualified under the DBE Program, the DBE owners must continue to demonstrate majority ownership, control of the firm's day-to-day operations, and direct and ongoing involvement in the firm's management. You must also continue to demonstrate direct involvement in contracts or projects awarded by MnUCP members, which are subject to the MnUCP DBE Program.

Additionally, on an annual basis you will be required to file a No Change Affidavit, with supporting documentation. The No Change Affidavit indicates whether there are changes regarding the firm's size, gross receipts, ownership, work areas, and that your firm continues to meet the requirements of 49 C.F.R. Part 26 to participate as a member of the DBE Program. It is deemed a failure to cooperate pursuant to 49 C.F.R. Part 26.109(c) if this Affidavit is not submitted in a timely manner or inaccurate information is provided.

Your firm will be listed in the DBE Directory in the work area(s) in which you have been certified. <http://mnucp.metc.state.mn.us>. The DBE Directory has a searchable database to assist contractors looking for subcontractors to work on various projects. The MnUCP recommends that, as a regular business practice, you contact directly the organizations you are interested in working with. Detailed information concerning projects in the State of Minnesota can be obtained by contacting the specific participating MnUCP agency whose contracts you are interested in, or by visiting their website. To do business with the City of Minneapolis, you must first register as a supplier. Information about the supplier registration process is [linked here](#).¹ Attached is further information about doing business with the City of Minneapolis.

As a certified DBE, you have the following responsibilities:

- Comply with all aspects of 49 C.F.R. Part 26.
- Maintain an accurate mailing address with MnUCP.
- Maintain a working phone number.
- Promptly return all solicitation calls or inquiries.
- You may also be invited to attend construction-related or business-related workshops, conferences, and seminars that may be organized by MnUCP.

If you have any questions, concerns, or would like more information about the services provided by the City of Minneapolis, you may contact the Contract Compliance Division at (612)-673-3012 or at Contractcompliance@minneapolismn.gov.

Sincerely,

DocuSigned by:



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Johnnie Burns, Director

Contract Compliance Division -- Minneapolis Department of Civil Rights

ATTACHMENT: Doing Business with the City of Minneapolis

¹ <https://www.minneapolismn.gov/business-services/doing-business-with-the-city/>