

## *Equal Opportunity Is the LAW*

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I–financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

**Inquiries**  
Local Equal Opportunity (EO)  
Officer  
Becky Siekmeier  
Minnesota High Tech Association  
400 S. 4<sup>th</sup> Street, Suite 416  
Minneapolis, MN 55415  
952-230-4241 (Voice)  
952-230-4550 (FAX)  
[beckys@mhta.org](mailto:beckys@mhta.org)

**Inquiries**  
State EO Officer  
Ann Feaman, DEED  
Diversity & Equal Opportunity  
1<sup>st</sup> National Bank Building, E200  
332 Minnesota Street  
St. Paul, MN 55101-1351  
651-259-7097 (Voice)  
651-297-5343 (FAX)  
[Ann.Feaman@state.mn.us](mailto:Ann.Feaman@state.mn.us)

**Inquiries**  
WIA/WIOA EO Officer  
Karen Lilledahl, DEED  
Diversity & Equal Opportunity  
1<sup>st</sup> National Bank Building, E200  
332 Minnesota Street  
St. Paul, MN 55101-1351  
651-259-7089 (Voice)  
651-296-3900 (TTY)  
651-297-5343 (FAX)  
[Karen.Lilledahl@state.mn.us](mailto:Karen.Lilledahl@state.mn.us)

- Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 or electronically as directed on the CRC website at <https://www.dol.gov/oasam/programs/crc/>.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

## Minnesota High Tech Association

# Americans with Disabilities Act NOTICE TO THE PUBLIC

It is the policy of the Minnesota High Tech Association to comply with the provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12101, et. seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by this Organization.

The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This Organization must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to qualified individuals with disabilities participating in or benefiting from this Organization's programs, services or activities in order to afford equal opportunity.

Should you wish to review the ADA or its interpretive regulations, ask questions about your rights and remedies under the ADA, request a reasonable modification to this Department's policies, practices or procedures, or file a written grievance with this department alleging non-compliance with the ADA, please contact the Minnesota High Tech Association Designee, listed below:

<b>Name</b>	<b>Becky Siekmeier, SciTechsperience Program Director</b>
<b>Address</b>	<b>Minnesota High Tech Association 400 S. 4<sup>th</sup> Street, Suite 416 Minneapolis, MN 55415</b>
<b>Telephone</b>	<b>Voice 952-230-4221 Fax 952-230-4550</b>

This material is available in alternative formats to individuals with disabilities by calling 952-230-4241 or by contacting us via your preferred telecommunications relay service.

## How We Use Your Personal Information

A partnership sponsored by the Minnesota Department of Employment and Economic Development (DEED) and the

<b>Minnesota High Tech Association</b>
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*Please read the Notice below and the Equal Opportunity is the Law Notice on the reverse side. When you finish reading, initial the final two statements, print your name, sign your name, and date the bottom of this form.*

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When you receive services from state or federally funded programs, we will ask you for information about yourself. The data we are asking you to provide about yourself is considered private data by [Minnesota Statute 13.47 subdivision 2](#). In order to collect and use this data we must tell you why we need the data, how we intend to use it, and any outcomes you may experience if you supply the information or not. You may refuse to supply any or all of this information. You are not legally required to provide information about yourself. However, if you do not supply sufficient information about yourself, it may limit our ability to provide services to you. Your information may be shared with other government entities who have a legal right to this data including the U.S. Department of Labor, the Office of Higher Education, the Office of the Legislative Auditor, the State Auditor, employment and training service providers, and welfare agencies. Your information may also be shared by court order. For more information about [DEED Data Practices](#), visit <http://mn.gov/deed/about/what-guides-us/privacy>.

Types of personal information you might be asked to provide and why we need it:

- **Name, address and contact information:** This is used to identify and contact you and to evaluate our performance;
- **Age, gender, ethnicity, race, disability, and economic status:** Demographic information is collected to help determine if you are eligible for additional assistance and to evaluate our performance;
- **Veteran status:** Veteran status is asked to determine if you are eligible for priority services and to evaluate our performance; and
- **Other personal information, such as school records, job skills and work history:** Education and work history is used to help plan your employment and training goals and to evaluate our performance.
- **Demographics:** Gender, ethnicity, race, veteran and disability status are collected for reporting purposes only. This information is aggregated in reporting to the State of Minnesota, legislators, and other program funders. This information is not shared on SciTechMN.org with employers.

Information about you will be used to:

- Decide if you are eligible for services, which services you are eligible for, and to coordinate services provided to you;
- Help you obtain employment by sharing work and education history with prospective employers; and
- Improve public services by analyzing data about our performance.

How we intend to use the data

- To decide if you are eligible to participate in the SciTechsperience Internship Program

- **Help you obtain an internship by sharing work and education history with prospective employers; and**
- **Improve public services by analyzing data about our performance.**
- **In addition to analyzing this data to improve our services and outreach, data may be shared with state entities and other funders (in aggregate only) that provide funding to SciTechsperience. Additionally, other government entities with a legal right to this data may see your information.**

#### **Acknowledgement**

- **By creating an account on SciTechMN.org, the individual doing so indicates s/he has read and understands this notice and the intended use of private data provided.**