

# ADVISOR BULLETIN

May 8, 2026

## Important advisor reminders

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### Advisor meeting:

The next mandatory Advisor meeting will be a virtual meeting on: **Tuesday, May 19<sup>th</sup>, 2026**

### Additional hours request best practices:

We will be implementing a new Qualtrics form to manage the influx of requests. We will share it with you when completed. The criteria we are using to justify requests for additional hours are listed below:

- Hours requested must be to complete the original scope of work, not a new intent
- Once the request is submitted it will be reviewed and responded to within two business days.
- Additional details or a conversation may be requested to finalize the decision
- Please be reminded that business owners can work with other advisors up to 25 hours if they have another project through our referral system
- Please do not ask or recommend a business owner to email EH staff for additional hours, that is the responsibility of the advisor

### Invoice best practices:

Invoices for April are due **May 14, 2026** – please include Ixchel, Amran and Lily on the email.

- Please use your 2026 contract number
- Use the UPDATED 2026 Business Client Report template in the [Advisor toolkit](#)
- Double check your invoice totals to ensure they add up
- Ensure you are only listing the services that were completed in that invoice period (monthly/quarterly)
- Hennepin County cannot pay for work that is slated to be completed for the future

### Response time:

We have noticed an increase in clients reporting they have not heard from their advisor. A reminder that advisors are asked to respond to client inquiries and referrals within 2 business days and should include an option to schedule the first appointment.

- If you are at capacity and can't respond within 2 business days, we encourage you to fill out the [Intake change request form](#)
- Once you are ready to start taking in clients again, you can resubmit this form to open your intake. This form can be found in the [Advisor toolkit](#).

### **Referring clients:**

If you are referring clients to another advisor, please forward the client's intake to the new advisor to ensure a smooth transition.

- Referred advisor please include in your process, to double check the business owner is in Hennepin County

### **Project surveys:**

When completing a project, remember to always send out the [Post Engagement Survey](#).

- You can find the template and link in the [Advisor toolkit](#) as "2026 Post engagement survey template".
- Advisors are asked to have a 10% response rate on surveys

### **Real estate developer projects:**

We've received businesses inquiring about real estate development projects ; we want to point out our policy per our 2026 Advisor FAQ's page 11.

"Can I provide guidance to landlords, real estate development companies, or homeowners associations outside of a real estate transaction?"

*Elevate Hennepin advisors may provide limited support; however, industries of this nature require specialized industry knowledge that is not in the scope of Elevate Hennepin services. See a more detailed answer on the limited support available within the [2026 Advisor FAQ page 11 on the Advisor Toolkit](#).*

### **Monthly Invoice due dates:**

- |                              |                                |
|------------------------------|--------------------------------|
| • May 14 <sup>th</sup>       | • Nov 12 <sup>th</sup>         |
| • June 11 <sup>th</sup>      | • December 10 <sup>th</sup>    |
| • July 9 <sup>th</sup>       | • Jan 7 <sup>th</sup> , 2027   |
| • August 13 <sup>th</sup>    | • Feb 11 <sup>th</sup> , 2027  |
| • September 10 <sup>th</sup> | • Mar 11 <sup>th</sup> , 2027  |
| • October 8 <sup>th</sup>    | • April 8 <sup>th</sup> , 2027 |

Please bookmark and use the [Advisor Toolkit](#) for added information and details.

## Upcoming events:

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Get Started: 90-minute interactive webinar for idea stage entrepreneurs

- Date: May 20, 2026
- Time: 12:00PM-1:30PM
- [Registration Link](#)

CEO Start Bootcamp: 2-day hackathon program for early-stage entrepreneurs

- Date: May 30 and 31, 2026
- Time: 9AM to 3PM
- [Learn more and apply](#)

If you have an event, that is free or under \$45, please reach out to [MayPa.Yang@hennepin.us](mailto:MayPa.Yang@hennepin.us) and we can add them to our bulletin here.

## Opportunities:

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- [Promise Act Grant](#): round 2 is open until funds run out
- [Minnetonka Emergency Business Fund](#): open until funds are exhausted
- [Eat Street Business Fund](#): open until funds are exhausted
- [7 County Program](#): opens early June
- [907 Mainstreet Request for Proposals](#): The City of Hopkins/Hopkins HRA invites qualified purchasers to submit proposals for the acquisition of the historic Albert Pike Masonic Lodge building located at 907 Mainstreet, Hopkin
- [Emergency Relief Fund](#): Providing \$500 for short-term, rapid relief to artists facing unexpected expenses or loss of income due to personal/professional emergencies or natural disasters.