ADVISOR BULLETIN

October 2nd, 2026

Important advisor reminders

Advisor meeting:
The next mandatory Advisor meeting will be a virtual meeting on:
Tuesday, October 20th, 2026.

Monthly invoice due dates:

- Oct. 8, 2026
- Nov. 12, 2026
- Dec. 10, 2026
- **Jan. 7, 2027 ***

*Bolded date is mandatory last date to submit all 2026 invoices

Last invoice:
All contracts end on December 31st, 2026, which means the final invoice for the year is mandatory and must be submitted **no later than January 7th, 2027**. No late invoices will be accepted, so please plan accordingly.

Please also ensure that your business client reports (BCR) are fully completed and accurate for this final submission. We will not be able to make any edits after the hard deadline.

NTE reminders:
Some of you may have already reached or are projected to reach your not-to-exceed (NTE) contract amounts for 2026. If so, please utilize the Intake Change Request form to turn off your availability on the Elevate Hennepin website.

We ask that you avoid telling business owners you are "out of funds" or no longer have available hours. Other advisors in our network are still able to support clients. Instead, you may communicate that you are "at capacity" and either refer clients to other advisors in the network or direct them back to a Business Navigator.

During this period, it is especially important to track your funds and hours closely and to keep the Elevate team informed of your status.

December and year wrap up:
Business navigation services will be paused starting **Dec 11th, 2026**. At this time, we will stop referring clients to advisors.

As we approach this date, it is especially important you monitor your remaining hours to ensure you have the capacity to complete your current projects, confirm that your clients have completed their intake forms, and ensure you are on track to meet your NTE amount.

If you need your intake form reopened for a client to complete, please notify Ixchel and Lily so they can reactivate and send a link for your client to use.

Upcoming business client opportunities

If you have an event to share please reach out to MayPa.Yang@HennepinCounty.gov

Certified presence positioning for business growth: Develop a powerful capability statement

- Date: October 29th, 2026
- Time: 1:30PM to 2:30PM
- Registration link

Latino Business Week: Multiple events

- Grow, Succeed, and Prosper: Financial Management & Tax Strategy and Compliance Program: October 3rd, 2026 from 8:30am-3pm
- When do you really need a lawyer?: October 6th, 2026 from 12pm-2pm
- Our Stories, Our Strength: Learning from Latino Artists and Creative Business Owners: October 7th, 2026 from 4pm-6pm
- Latinx Business Marketing Mixer: October 8th, 2026 from 5pm-8pm
- Latinas in Business: Position for Growth: October 10th, 2026 from 9am-5:30pm
- Cine Latino- Latino Business Pop-Up Market: October 10th, 2026 from 11am-3pm
    - Location: Historic Main Street, across from The Main Cinema (115 SE Main St) under the 3rd Ave Bridge
- Sabores y Colores de Latinoamérica: October 11th, 2026 from 11am-6pm
    - Location: Mercado Central

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