

**Business Retention and Expansion (BR&E) Program**  
**Red/Green Flag Follow-Up Worksheet (page 1)**

Survey ID Number: \_\_\_\_\_

Date of Review: \_\_\_\_\_

**Red Flag** = something that might limit the business or lead to it closing, selling or leaving.

**Green Flag** = something that might lead to business expansion/investment in their location(s), jobs, other.

<p>MOVING/CLOSING?</p> <p>Is the business moving or closing? When? Why?</p> <p>Can anything be done to change this?</p> <p>See page __, questions _____</p>	<p>What is the problem? What is your suggestion for handling it? How urgent is it?</p>	<p>Which official or agency should look into it? Which Business Retention Task Force member or other person should take charge of this issue?*</p>
<p>EXPANSION?</p> <p>Can the community remove any local bottlenecks?</p> <p>See page __, questions _____</p>		
<p>PUBLIC/PRIVATE SERVICES</p> <p>Can the community help improve the important public services that have weaknesses?</p> <p>See page __, questions _____</p>		

\*While one Business Retention Task Force member needs to make the initial contacts and monitor the assistance provided by other agencies and officials, the Business Retention Task Force members do not need to do all the follow-up on their own. The most successful groups take full advantage of those state and federal programs that can help local businesses.

(Special Note: Before using this worksheet, you should fill in the page and question numbers that refer to each issue.)

**Business Retention and Expansion (BR&E) Program**  
**Red/Green Flag Follow-Up Worksheet (page 2)**

<p>INFORMATION REQUESTS</p> <p>Can the Business Retention Task Force steer the business to the relevant agency or official?</p> <p>See page __, questions _____</p>	<p>What is the problem?          What is your suggestion for handling it?          How urgent is it?</p>	<p>Which official or agency should look into it? Which Business Retention Task Force member or other person should take charge of this issue?*</p>
<p>WORKFORCE CONCERNS?</p> <p>Who can assist on workforce concerns?</p> <p>See page __, questions _____</p>		
<p>PROBLEMS WITH PUBLIC <i>BUSINESS</i> ASSISTANCE PROGRAMS</p> <p>Can the community help improve the important public programs that have weaknesses, or connect businesses to them?</p> <p>See page __, questions _____</p>		
<p>OTHER CONCERNS</p> <p>Review entire survey for “red or green flags” that need urgent attention.</p>		