

**JOB DESCRIPTION
FOR
CITIZEN REVIEW COMMITTEE MEMBERS**

**SKILLS
NEEDED:**

1. Familiarity with community affairs and/or community involvement.
2. Knowledge of program funding, helpful.
3. Some knowledge of community groups within the city.
4. Ability to be objective and to fairly apply criteria in the review of proposals.
5. Ability to understand local community issues and relate them to city-wide issues.
6. Sufficient time to serve “actively” on the Citizen Review Committee.
7. Ability to perform duties in a timely manner.

DUTIES:

1. Serve in an advisory capacity to the City Planning Commission (CPC).
2. Review proposals submitted by neighborhood organizations and neighborhood-oriented service organizations to the Neighborhood Opportunity Fund (NOF) program. This involves meetings one to two times per week for approximately six-eight (6-8) weeks and may include Saturday meetings. The review process also requires reading and preparatory work outside of CRC meetings.
3. Recommend to the City Planning Commission which NOF proposals should be funded.
4. Attend up to 16 CRC meetings per year.
5. Attend CPC meetings to present CRC recommendations and various concerns regarding the NOF program.
6. Serve on any CRC sub-committees as determined by CRC and CPC.

The Citizen Review Committee is an eleven member (maximum) advisory body to the City Planning Commission. CRC members are appointed by City Council for a three-year term, upon the recommendation of the City Planning Commission. CRC members serve without pay.

**CRITERIA FOR EVALUATING
APPLICATIONS FOR MEMBERSHIP ON
THE CITIZEN REVIEW COMMITTEE (CRC)**

1. Significant involvement at grass-roots level, with a high degree of involvement with community groups.
2. Involvement with community groups that represent a large number of people or larger geographical area.
3. Familiarity with a variety of forces that impact a community.
4. Range of experience beyond the neighborhood, with the ability to understand local community problems and relate them to citywide issues.
5. Some knowledge of either the Community Development Block Grant process or other funding process, having participated in some phase such as the initial request for funding, organization of the community, identification of resources, implementation, etc.
6. Demonstrated ability to meet the time requirements expected to actively serve on CRC.
7. Citywide geographical distribution as far as possible, particularly considering those areas not currently represented on CRC.
8. Representation from non-citizens' district council areas, since the Neighborhood Opportunity Fund is primarily intended for use outside of urban renewal and redevelopment areas.
9. Currently a resident of the City of Detroit.