



MEMORANDUM

TO: Urbana City Council
FROM: Diane Wolfe Marlin, Mayor
DATE: February 14, 2022
RE: City Staff Appointment

I am pleased to submit the following Appointment for your approval:

Interim Director of Community Development Services – effective February 28, 2022 through February 13, 2024 or until filled, whichever is sooner

Sheila Dodd

Sheila Dodd currently serves as Interim Director of Community Development Services since her appointment on September 15, 2021. She is also Grant Manager for the City of Urbana, and provides staff support to the Community Development Commission.

Sheila Dodd's bio is attached.

SHEILA DODD

September 2021

Grant Manager
City of Urbana

November 2018 – present

Responsible for administration of affordable housing and community development programs funded primarily with federal and state grants, including, but not limited to, Community Development Block Grant, HOME Investment Partnerships, Supportive Housing, Shelter Plus Care, Illinois Affordable Housing Trust Fund, housing rehabilitation grants, and first-time homebuyer programs. Functions include preparation and implementation of a multi-year Consolidated Plan and Annual Action Plans, preparation and administration of the division budget, oversight of programs administered by division staff, and compliance with federal, state, and local grantor requirements. Provide staff support to the Community Development Commission and City Council.

Executive Director
Habitat for Humanity of Champaign County

October 2011 – November 2018

Provide overall executive leadership for the Affiliate and ReStore in accordance with the objectives, policies and directives set forth by the Board of Directors. Responsibilities include supervision and mentoring of paid staff, maintaining and enhancing the infrastructure of the affiliate, serving as the primary communication link among directors, officers, committees and volunteers, networking with community services, serving as the public face and corporate spokesperson.

Grant Compliance Coordinator
City of Champaign

October 1991 – October 2011

- Manage \$1.9 million grant that provides affordable housing in community
- Advise and assist owners and renters in the application process for housing rehab assistance
- Manage the applicant intake and underwriting process for city sponsored housing assistance programs
- Prepare performance and monitoring compliance reports for state and federal grants
- Manage loan portfolio for federal loan recipients
- Oversee the federal grant and reconciliation process for federal and state grants
- Collection and analyze data relating to community needs and resources
- Research and write federal, state, and private grants
- Provides home buying and credit counseling education to low income homebuyers and housing rehab clients