

Join us in CELEBRATING the 2nd Annual
National Community Development Day!



CELEBRATE NATIONAL COMMUNITY DEVELOPMENT DAY

Friday, April 10, 2026 | 12:00pm – 6:00pm

The Youngstown Foundation Amphitheater & Wean
Park | 201 S Phelps St, Youngstown, OH 44503



FOOD
TRUCKS

COMMUNITY
VENDORS

FUN
MUSIC

BOUNCE
HOUSE

GAMES FOR
ALL AGES



Kickoff Ceremony at the **Covelli Centre** | 11:00am

National Community Development Week is intentionally held during the Congressional appropriations process to highlight the importance of Community Development **Block Grants (CDBG)** and **HOME** programs.

These initiatives play a crucial role in:

- **Improving** neighborhoods
- **Supporting** local businesses
- **Enhancing** the quality of life for residents



To learn more about how you can participate, including volunteering, networking, and sponsorship opportunities, please contact:

Wendy Robinson, Assistant Compliance Director
330.742.8887 | wrobinson@youngstownohio.gov



Scan the QR code to visit
[youngstownohio.gov/
cped-community](http://youngstownohio.gov/cped-community)

CITY OF YOUNGSTOWN

MAYOR DERRICK MCDOWELL



DEPARTMENT OF COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT

DeMaine Kitchen, DIRECTOR

26 S. PHELPS STREET • 4TH FLOOR • YOUNGSTOWN, OHIO 44503

PHONE: (330) 744-1708 • FAX: (330) 744-7522 • Email: dkitchen@youngstownohio.gov

February 3, 2026

Dear Youngstown Community:

I am Wendy Robinson, Assistant Compliance Director for the City of Youngstown Community Development Block Grant (CDBG) Program, which is managed through the Community Development Division of the Department of Community Planning and Economic Development (CPED). This letter is to inform you that our division will be hosting the City's Second Annual Community Day to celebrate Community Development Week, which is April 6-10, 2026.

National Community Development Week was established in 1986 by the National Community Development Association (NCDA). NCDA elected official groups to bring national attention to the CDBG program through grassroots support at a time when the program was facing scrutiny by Congress. Thus, the main objective of National Community Development Week and the subsequent action-packed Community Development Day, is to educate members of Congress, local government representatives, and the general public regarding how CDBG program funding can positively impact the overall community.

Similar to last year's National Community Day agenda, we will start the celebration by hosting a Kick-off Event on **Friday, April 10, 2026 at 11:00** am in the Covelli Center Community Room located at 229 East Front Street, Youngstown, Ohio 44503. Following the Kick-off Event, other exciting Community Day activities will begin at 12:00noon and run through 6:00 pm at The Wean Foundation Park and the Youngstown Foundation Amphitheater locations.

Instructions on how to register to participate in the City's Second Annual National Community Development Day Celebration are attached. The Community Development staff and I look forward to you joining us, Mayor McDowell, other local mayors, state and local officials, businesses, non-profit organizations, a variety of vendors, and various other establishments will be present for this memorable gathering!

Thank You
Wendy Robinson

Wendy Robinson, MPA

Assistant Compliance Director,
Community Development Division

26 S. Phelps Street

Youngstown, Ohio 44503

Office 330.742.8887, Fax 330-742-7522

Participant Requirements

Those interested in participating, in the City of Youngstown's Second Annual National Community Development Day Celebration, on **Friday April 10, 2026**, should take note of the following details:

- **Participation Guidelines:**

- **All Participants must be registered.**
- The event is **free** and open to businesses, non-profits, service providers, community organizations and limited food vendors with valid health department documentation.
- **Participants** must provide their own, **chairs & table/s, tents, literature, sign-up sheets, and giveaways.**
- **Donation – 20-25 colored plastic eggs filled** and taped with candy and a minimum of 5 coupons from your establishment (must be submitted prior to April 8th at 4:00pm).
- **All Participants are strongly encouraged to attend or send a representative to the walk through for details about the following: (Thursday April 9, 2026, Am/ Pm time TBD)**
 1. Available **Electrical Outlets** (Everyone needing long term electricity bring generator and or extension cords) outlets for everyone is not guaranteed
 2. **Bathrooms** Distance
 3. **Drop Off Zones** (A person with your table and supplies)
 4. **Your location and Space** (If you bring a tent)
 5. **Walking Distance**

- **Registration:**

- **All interested** in a vendor's booth or formal representation are encouraged to confirm their attendance as soon as possible space is limited.
- **Online** at the City of Youngstown's web-site, or **in person** at 26 S. Phelps St., City Hall 4th floor CPED (**QR Code Provided**)
- **Food Trucks** – All Food Truck's **Must have current** food vendor license (All food trucks will be inspected that day).

- **Sponsorship:**

- Sponsorships opportunities are available for those looking to provide greater support for the event in general or specific segments, such as advertisements and marketing(commercials), adult activities and games, entertainment, refreshments, supplies, rentals, youth and children's activities and more.
- Levels of sponsorship are listed below.

- **Contact Information:**

- For formal registration or further inquiries, contact:
 1. **Wendy Robinson**, Assistant Compliance Director
Phone: 330-742-8887
Email: wrobinson@youngstownohio.gov

*"Together, we are Dedicated to making our Communities better places to live,
work and enjoy life" (Author Unknown)*

City of Youngstown's National Community Development Day Participation Form

Every participant must register and submit your forum. All participants are asked to review **Participant Requirements**. Everyone will be given a two-minute opportunity to speak and introduce your business, share your table location and invite people to visit your table. Registered participants will receive an email with free parking lot locations, drop off assistance areas and times, table location number and speaking order. Table and tent set up time begins, Friday April 10, 2026 at 8:45AM, **in your designated space**.

Reminder: Everyone is responsible to bring their own chairs, tables or tents. A map and QR- Code will be available this year.

Business or Organization's Name _____

Contact Person _____ Phone Number _____

Number Attending _____ Tent Yes _____ No _____ # of Tables Bringing _____

Who will be sharing information about your business, organization, or agency? _____

Will you need electricity Yes ____ No ____ , or have music, at your table? Yes ____ No ____
(We are not responsible for anything that may turn up missing, broken or lost.)

Will you need space for an activity near your table? Yes ____ No ____

Performers

Name of Group _____

Yes ____ No ____ Group ____ Number of performers ____ Individual ____

Will you have music? Yes ____ No ____

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work and enjoy life" (Author Unknown)*

**City of Youngstown's National Community Development Day
Donation and Sponsorship Form**

Business or Organization's Name _____

Address _____ Email _____

Contact Person _____ Phone Number _____

Type of Donation or Sponsorship chosen that best represents your business or organization.

Donation _____ Sponsorship _____ Level _____ Amount \$ _____

Donation and Sponsorship link is below.

<https://drive.google.com/file/d/1UHI3c-A3NC3O2hl8sknFNWMx9yUm7p0N/view?usp=sharing>

Please return this form with Donation and Sponsorship form that is above. If you have any questions please contact me.

**Thank You
Wendy Robinson**

Wendy Robinson, MPA
Assistant Compliance Director,
Community Development Division
26 S. Phelps Street
Youngstown, Ohio 44503
Office 330.742.8887, Fax 330-742-7522

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CPED Volunteer Participants Form

Thank You for your interest in wanting to volunteer with the City of Youngstown's Community Development Division. Volunteers are vital to our community and together we make our city stronger. Please complete form below and attachment, it allows us to have and keep more volunteers like you.

Personal information

Name _____ Phone Number _____

E-mail if you would like to be contacted about other volunteer opportunities _____

Students under 18 _____ Yes _____ No, Are you with a chaperone or parent? _____ Yes _____ No

Students Over 18 _____ Yes _____ No, Are you from a school/ organization? _____ Yes _____ No

Name of **school or organization** that you are representing _____

Adult over 18 _____ Yes _____ No _____, Are you a chaperone or parent _____ Yes _____ No

Are you volunteering with a group or organization if yes, their name? _____

Do you have a disability that we need to be aware of? _____ Yes _____ No _____

Emergency Contact Person _____ Phone number _____

Groups Volunteering - Schools/ Business/ Organization/ Agency

Name of Schools/ Business/ Organization/Agency _____

Contact Person _____ Number _____

Number of volunteers _____ and age range of minors _____ parents must sign below.

Parental Wavier form must be signed if students are minors.

Lead volunteer E-mail _____ If your group would like to be contacted about other volunteer opportunities.

Emergency contact information for student , Schools/ Business/ Organization/Agency - _____

Volunteering Information

Do you have a volunteering preference? _____ Yes _____ No Adults _____ Children _____ Either _____ Animals _____

Do you prefer distributing objects at a station? _____ Yes _____ No Do you care to passing out food or water? _____ Yes _____ No

Can you monitor children/ youth in an activity? _____ Yes _____ No Are you comfortable directing adults? _____ Yes _____ No

What hours are you available to volunteer? AM _____ PM _____ Total hours available _____ ?

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**VOLUNTEER WAIVER OF CLAIMS
AND ASSUMPTION OF RISK**

I acknowledge that the use of City of Youngstown (COY) facilities, equipment, services and programs involves a risk of personal injury to me. I voluntarily agree to assume all risks of personal injury to myself, and waive any and all claims or actions that I (or my heirs) may have against COY, and any of our respective officers, directors, employees, agents, successors and assigns for any such personal injury or loss of or damage to property caused, in whole or in part, by my own actions or negligence, or those of third parties, including, without limitation

I agree to indemnify the COY, its officers, employees, agents, successors and assigns (“Indemnified Parties”) and save and hold each of them harmless against and pay on behalf of or reimburse any such Indemnified Party as and when incurred for any Losses which such Indemnified Parties may suffer, sustain or become subject to, as a result of, in connection with, relating or incidental to or by virtue of any claim that is the subject of the waiver set forth above.

I have read and understand this Waiver of Liability and Assumption of Risk.

By my signature below, I voluntarily agree to these terms.

Print Name _____

Parent Name if you’re a minor under 18 _____

Parent Signature _____

Adult Participant Signature _____