

November 23, 2010

TO: Commissioners and Employees

FROM: Weylin Watson, General Counsel

SUBJECT: Disclosure Period Memo

The MHDC Standards of Conduct contain a section titled “Contact with Commissioners and Employees”. This section fleshes out three main concepts as it pertains to contact with commissioners and employees.

Commissioner and Staff initiated communication –

Commissioners and MHDC staff may contact an applicant, request for proposals respondent or anyone acting at their direction or on their behalf (“Interested Party”) at any time in competitive process. If the commissioner or staff member contacts an Interested Party there is no disclosure protocol or quiet period.

Interested Party initiated communication after the response/application deadline (“Disclosure Period”) –

Once the deadline for an application, RFP response, etc. (“Competitive Matter”) has passed any Interested Party initiated communication with a commissioner or staff member is subject to the following disclosure protocol:

Within 24 hours of contacting a commissioner or employee, the Interested Party must file a written notice of the contact with MHDC. This notice will document the contents of any conversation and include copies of any written or recorded materials provided to the commissioner or employee. Within 24 hours of filing the notice with MHDC, the Interested Party who made the contact shall provide all other Interested Parties competing under the NOFA or RFP with the with a copy of the notice and all other documents provided to MHDC describing the communication with the commissioner or staff member.

Interested Party initiated communication during the seven calendar days prior to a vote on a Competitive Matter (“Quiet Period”) –

Interested parties are prohibited from contacting commissioners and staff members during the seven days leading up to a scheduled MHDC decision on a Competitive Matter.

Disclosure Periods to consider are referenced below:

a) MHDC 2011 RENTAL PRODUCTION NOFA (the “RP NOFA”)

On November 8, 2010 responses to the RP NOFA were due for submission. The Disclosure Period commenced on November 8, 2010, and shall continue until the beginning of the Quiet Period. The Quiet Period for this matter is currently scheduled to commence at 8a.m. on February 11, 2011. The list of “Owners” and “Development Team Members” as required pursuant to Section 17 of the MHDC Standards of Conduct (as approved July 31, 2009) is attached to the cover email to which this memo was attached. The information is provided in an Excel spreadsheet under three separate tabs titled “Development Team,” “Financial Interests” and “Nonprofit Board.”

b) MHTF 2011 MISSOURI HOUSING TRUST FUND NOFA (the “MHTF NOFA”)

On October 15, 2010 responses to the MHTF NOFA were due for submission. The Disclosure Period commenced on October 15, 2010, and shall continue until the beginning of the Quiet Period. The Quiet Period for this matter is currently scheduled to commence at 8a.m. on December 10, 2010. The list of agencies as required pursuant to Section 17 of the MHDC Standards of Conduct (as approved by July 31, 2009) is attached to the cover email to which this memo was attached. The information is provided in a PDF document.