DDRB of St. Charles County – Residential Properties
Request for Letters of Interest
November 21, 2025

To: Potential Qualified and Interested Parties

The Developmental Disabilities Resource Board (DDRB) of St. Charles County is seeking non-binding letters of interest from qualified parties regarding the potential purchase of one or more of four DDRB-owned residential homes located in St. Charles County. Two of the four properties include a right of first refusal by St. Charles County that will be honored as part of any sale.

As a property tax–supported political subdivision, the DDRB is committed to being a good steward of taxpayer dollars and to focusing our efforts where we add the most unique value. Exploring the sale of these homes is part of our strategy to ensure that, whenever possible, direct service delivery is provided by organizations whose core business is housing and residential support.

The DDRB is interested in parties who:

- Demonstrate the capacity, commitment, and experience to maintain housing that supports individuals with intellectual and developmental disabilities (I/DD).
- Are committed to continuing the provision of safe, affordable residential options for people with developmental disabilities.

Letters of Interest

Prospective buyers/interested parties are invited to submit a letter of interest that includes:

- A statement of interest and how your organization's mission and services align with the needs of people with I/DD.
- A statement of qualifications as noted above.
- A description of experience in providing housing and/or residential supports for people with I/DD or similar populations.
- An outline of any information, due diligence, or conditions you would need from the DDRB in order to prepare a formal purchase proposal, including a proposed purchase price, at a later stage.
- Contact information for a primary point of contact.

Upon receipt and review of letters of interest, the DDRB will provide property addresses to qualified parties and coordinate opportunities for site visits.

Letters of interest must be received by **December 31, 2025**.

All letters will be reviewed by the DDRB, and the DDRB reserves the right to request additional information to assist in its evaluation. There is no pre-determined deadline to complete the sale of these homes.

Please send or email Letters of Interest to:

DDRB of St. Charles County
Attn: Denise Cross, Executive Director
1025 Country Club Road
St. Charles, MO 63303
Email: dcross@ddrb.org

About the DDRB – DDRB.org

The DDRB of St. Charles County is a property tax–supported taxing district established under § 205.968 et seq. RSMo. Its mission is to support sheltered workshops, residential facilities, and related services for individuals with developmental disabilities. This includes partnerships with entities involved in vocational training, employment services, and residential care, even if those entities are not formally designated as sheltered workshops or residential facilities.