



# STABLE STEPS

## Tenant Selection Plan

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# **Stable Steps Tenant Selection Plan**

## **Introduction to Community Action Council**

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc. (referred to as the Council) is a private, nonprofit organization established in 1965, following the signing of the Economic Opportunity Act of 1964 by President Lyndon Johnson.

Throughout its history, the Council has provided an extensive array of programs and services aligned with its mission, which is, in part, to prevent, reduce, and eliminate poverty. The Council has a particular emphasis on early childhood education (through the federally-funded Head Start programs), workforce readiness training, support for adult education and vocational training, financial literacy education, youth development, housing assistance, including supportive housing and homelessness services, utility assistance and energy efficiency/ weatherization, and crisis assistance, such as emergency shelter and food distribution.

In 2024, the Council began **Stable Steps**, an initiative to maintain and expand the availability of affordable housing in Lexington-Fayette County.

## **Summary of Stable Steps**

Stable Steps comprises 14 homes or housing units that are privately owned and managed by the Council and serve as part of the landscape of affordable housing accommodations in Lexington-Fayette County.

The Council is committed to ensuring fair access to its properties. The Tenant Selection Plan has been developed to transparently and publicly disclose the Council's policies and procedures regarding its tenant selection process, including eligibility and income requirements. The Tenant Selection Plan will be reviewed at least annually to ensure it aligns with current operating practices, priorities, and requirements. Each household interested in applying for one of our properties will receive a copy of this Tenant Selection Plan, and it is also available anytime on our website at [www.commaction.org/publications/](http://www.commaction.org/publications/).

## *Eligibility Overview*

All households residing in one of the Council's rental properties must have incomes at or below 80% of the area median income (AMI) at the time of application.

Eligibility is based solely on program qualifications, background check clearance, and the tenant's ability to pay the rent and abide by the terms of the lease. Bias is strictly prohibited in the selection process.

Eligibility determination will be based on:

1. Household income limits at or below 80% AMI
2. Background Checks

Priority of application will be based on:

3. Priority Population

- Working families
- Individuals with disabilities
- Families with children
- Individuals

4. Application submission date

## **Section 1. Application, Intake, and Briefing Process**

### *Inquiring About Vacancies or a Housing Rental Application*

Prospective tenants can inquire about rental unit vacancies and request a rental application by calling (859) 233-4600 or emailing [Stable.Steps@commaction.org](mailto:Stable.Steps@commaction.org)

**All applicants will be immediately informed if there are no vacancies/available units.**

Rental applications are accepted on a rolling first-come, first-served basis. Applications can be submitted via email at [Stable.Steps@commaction.org](mailto:Stable.Steps@commaction.org) or in person at the Council's Administrative Building at the following address:

**Community Action Council  
Attention: Stable Steps  
710 West High Street  
Lexington, KY 40508**

### *Rental Application and Intake Process*

All interested applicants should complete and submit a housing rental application either in person or via email. Applicants must complete the Release of Authorization and pay the \$50 non-refundable application fee. In cases where employees of Community Action would like to apply for Stable Steps housing, they will need to complete a Program and Benefits form and receive Executive Director approval, prior to completing the Release of Authorization form.

### *Rental Application Fee*

The application fee for all housing units is \$50 and is non-refundable.

### *Intake Process*

Once an application is received, it will be reviewed by the housing team, who will engage the applicant in an intake process that includes gathering comprehensive information on the household, income, and work status.

Households **deemed eligible** will discuss available units with housing staff:

- Address and location of the home to be rented
- Monthly rent rates
- Explanation of utilities (included in the monthly rent)
- Explanation of the security deposit (equal to one month's rent, payable by an agreed-upon date)
- Responsibilities of tenants
- Lead-based paint information
- Complaint and right of appeal process
- Conflict of interest disclosure
- Record maintenance procedures

The rental application gathers essential information, including:

- Full legal names of all household occupants
- Contact information for household adults (phone, email, current address)
- Employment and income details (recent pay stubs, prior income tax, or self-declaration)
- Rental history (previous addresses and landlord contacts)
- Consent for background and credit screening
- Service animals (permitted with appropriate documentation; all other pets are prohibited)
- Disclosure of prior and current receipt of any financial assistance from federal, state, or local sources.

Demographic information required for reporting purposes, includes:

- Household size (all members identified)
- Race and/or ethnicity of all household members
- Social Security cards for all household members
- Picture identification for all household adults
- Ages of all household members
- Languages of all household adults

### *Conflict of Interest*

Tenants must disclose if anyone in the household is a Council staff member, related to a Council employee, or related to a current member of the Council's Board of Directors on the rental application. The Director of Community Services will follow the program manual guidelines for any potential conflict of interest.

### *Record Maintenance*

The Council's housing staff may generate physical files containing confidential information. All participant files will be kept in a locked drawer and maintained in the same manner as all other Council programs. Files will be maintained for seven (7) years.

### *Waiting List*

If the Council receives more qualified applications than available housing units, a waiting list will be created, managed based on the application submission date and priority population status.

### *Non-Smoking Policy*

All Stable Steps properties are non-smoking, meaning smoking is not allowed inside any of our houses at any time, either by tenants or their guests.

## **Section II. Equal Opportunity**

### *Non-Discrimination Policy*

No applicant will be denied housing based on race, religion, color, sex, age, national origin, disability, familial status, marital status, sexual orientation, gender identity, political affiliation, or belief. The Council adheres to the following laws:

- The Rehabilitation Act of 1973 (Section 504), which prohibits discrimination on the basis of disability in the provision of benefits and services, as amended 29 USC-794, against otherwise qualified disabled individuals.
- The Fair Housing Act Amendments of 1988, which make it unlawful for anyone engaged in residential real estate-related transactions to discriminate in the provision or terms of a transaction because of race, color, religion, sex, handicap, familial status, or national origin.
- Title VI of the Civil Rights Act of 1964, which states that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.
- All applicants and/or tenants will be treated fairly and without discrimination based on race, color, religion, sex, national origin, disability, or familial status.
- The U.S. Department of Housing and Urban Development issued a final rule that prohibits discrimination on the basis of actual or perceived sexual orientation, gender identity, or marital status in housing programs assisted by HUD.
- The Lexington Source of Income Ordinance, which bans source-of-income discrimination.

### *Reasonable Accommodations*

Tenants with disabilities may request reasonable accommodations.

## **Section II. Rental Application Rejection Process**

The goal of Stable Steps is to ensure a transparent and fair application process for all prospective tenants. If an applicant does not meet the established criteria, the Council follows a clear rejection process:

- **Application Review:** The Council carefully reviews all submitted applications, considering factors such as rental history, income verification, credit screenings, and background checks.
- **Notification:** Applicants who do not meet the Council's criteria will be notified in writing, within fifteen (15) specific reasons for the rejection provided.
- **Reasons for Rejection:** Common reasons for rejection include:
  - Inadequate income to meet rent obligations
  - Income exceeding 80% AMI
  - Inadequate background check
  - Failure to meet other outlined criteria
- **Compliance with Laws:** The Council's rejection process complies with all applicable fair housing laws and regulations, ensuring no applicant is discriminated against based on protected characteristics.
- **Appeal Process:** If an applicant believes the rejection was made in error or wishes to provide additional information for reconsideration, they may contact the Council within five days. The Council's staff will review the appeal and any supplementary information provided.

The Council is dedicated to maintaining a transparent and respectful tenant selection process. For questions or further clarification, applicants or tenants should contact a member of the housing team at 859-233-4600.

### Section III. Rental Housing Compliance Standards

As part of its commitment to maintaining safety, quality, and compliance, the Council's rental homes or units undergo regular inspections by its housing team. These inspections ensure that the properties adhere to local regulations and meet housing and safety standards. The housing team conducts these inspections annually, evaluating various aspects, including:

- **Safety Measures:** Checking for functional smoke detectors and other safety features.
- **Structural Integrity:** Assessing the condition of buildings, including walls, floors, ceilings, and exterior structures.
- **Sanitary Conditions:** Inspecting plumbing, ventilation, and sanitation to ensure proper functioning and cleanliness.
- **Health Standards:** Evaluating pest control, waste disposal, and other factors contributing to a healthy living environment.

The Council is dedicated to maintaining its properties to the highest standards and will address any issues identified during these inspections. This is also an opportunity for tenants to report any concerns or issues they may have noticed. Residents will receive at least a five-day notice before the inspection to ensure availability.

For questions or concerns regarding the inspections, tenants should contact the housing team at 859-233-4600. Your cooperation and understanding are greatly appreciated as we work to provide a safe and comfortable living environment for all residents.

#### Section IV. Monthly rent payments

The monthly rent for each property is listed on the rental application. The monthly rent for all properties includes a base amount and includes utilities, water, trash, and sewer. All rents are due by the 5th of each month, with late fees applied thereafter. Rent payments should be made to Community Action Council, attention “Stable Steps.”

#### Current Listing of Properties

| Street Address                           | City / State / Zip  | Unit Type     | Bedrooms<br>BDR | Bathroom(s)<br>BA |
|------------------------------------------|---------------------|---------------|-----------------|-------------------|
| <b>357 Corral Street</b>                 | Lexington, KY 40508 | Single-Family | 2 BDR           | 1 BA              |
| <b>1156 Anderson Street</b>              | Lexington, KY 40508 | Single-Family | 4 BDR           | 1.5 BA            |
| <b>2848 Ashby Glen Place</b>             | Lexington, KY 40509 | Single-Family | 3 BDR           | 2 BA              |
| <b>3009 Maddie Lane</b>                  | Lexington, KY 40511 | Single-Family | 3 BDR           | 2 BA              |
| <b>3065 Maddie Lane</b>                  | Lexington, KY 40511 | Single-Family | 3 BDR           | 2 BA              |
| <b>2425 Pierson Drive</b>                | Lexington, KY 40505 | Single-Family | 3 BDR           | 1.5 BA            |
| <b>3504 Branchwood Place</b>             | Lexington, KY 40503 | Single-Family | 3 BDR           | 2 BA              |
| <b>3579 Olympia Road</b>                 | Lexington, KY 40517 | Single-Family | 3 BDR           | 2 BA              |
| <b>153 Rugby Road</b>                    | Lexington, KY 40504 | Single-Family | 3 BDR           | 1 BA              |
| <b>535 Shaftsbury Road</b>               | Lexington, KY 40505 | Single-Family | 3 BDR           | 1.5 BA            |
| <b>2764 Stoney Park Lane</b>             | Lexington, KY 40511 | Single-Family | 3 BDR           | 2 BA              |
| <b>417 Douglas Avenue,<br/>1st Floor</b> | Lexington, KY 40508 | Duplex        | 2 BDR           | 1 BA              |
| <b>417 Douglas Avenue,<br/>2nd Floor</b> | Lexington, KY 40508 | Duplex        | 2 BDR           | 1 BA              |

### **Stable Steps Points of Contact**

For general questions or concerns, email [stable.steps@commaction.org](mailto:stable.steps@commaction.org) or call (859) 233-4600. To report a repair or emergency concern, you can contact the Project Manager at (859) 382-1043.

### **Other**

In the event of a housing unit vacancy and a community member experiencing a catastrophic loss, such as a house fire, the Council may permit the affected individual or family to stay in one of its units rent-free for up to three months while they seek alternative permanent housing.