AHP Online Sponsor Tenant Income Worksheet (TIW) Instructions
Rental Projects

INTRODUCTION

All AHP Rental projects must maintain documentation validating tenant rents and incomes comply with the rent and income targeting commitments made in the AHP application. This documentation must be available for review by FHLB Des Moines. FHLB Des Moines will complete periodic in-depth reviews to validate the household incomes and rents are in compliance.

The Tenant Income Worksheet (TIW) is a tool utilized by FHLB Des Moines to determine whether an AHP Rental project is in compliance with its income and rent commitments. The TIW captures income and rent data for all the current households living in the AHP project.

Sponsor/Owners must use the TIW template that corresponds to their project. For example, if HUD income limits are utilized to qualify tenants, the HUD TIW must be completed.

- Native projects can utilize either the HUD TIW or the NAHASDA TIW.
- Low-Income Housing Tax Credit (LIHTC) projects can utilize either the HUD TIW or the MTSP TIW.

The TIW templates may be accessed here on our Tenant Income Worksheet (TIW) webpage.

Helpful Tips Before You Begin:

- Do not copy/paste. The TIW has formulas built in and copy/pasting may inadvertently corrupt those formulas.
- Fill in the blue cells only. Cells in white include formulas and will calculate automatically.
- Do not enter transfer information if a tenant transfers from one unit to another. Only the initial project entry (or recertification from AHP award) should be reported.

COMPLETING THE TIW

After downloading the template from the FHLB website and saving it in a secure location on your computer, you can begin completing the TIW. Please follow the steps listed below.

Populating General Project Details

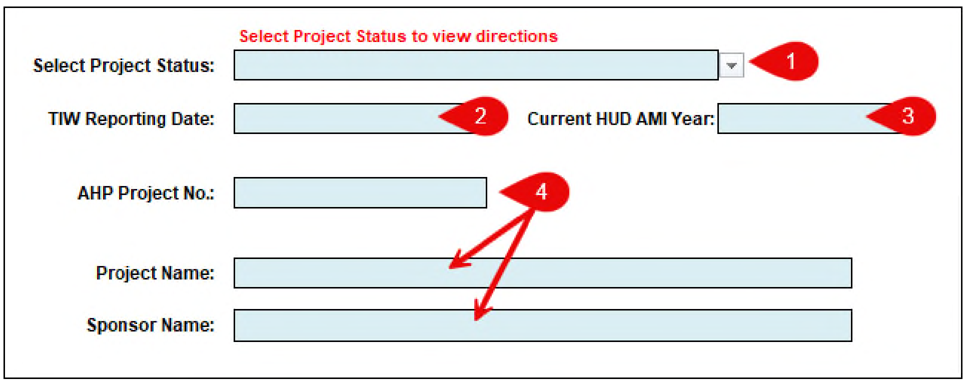
1. ***Select Project Status*** in the drop-down menu.

2. Enter a current ***TIW Reporting Date***. This will be a single date in time being reported in the TIW. We realize tenants may move-in and out frequently and therefore we complete our TIW review based on a single date in time.

   Example: Let's say you are filling out the spreadsheet on October 15th, 2025. You can utilize 10/15/2025 as your TIW reporting date, or 10/1/2025, or 9/30/2025 – whichever date is convenient for you to gather the tenant data. We require the date be either a current date or one from the recent past.

3. Enter ***Current HUD AMI Year***. This must reflect the AMI Year in effect as of the TIW Reporting Date. *This field will be labeled as "Current AMI Year" in the NAHASDA-MTSP TIW template.*

4. Enter ***AHP Project Number***, ***Project Name***, ***Sponsor Name***.



Populating Targeting Details

1. Enter ***Project Address*** and select the appropriate ***State*** and ***County*** from the drop-down menus.

2. If you are utilizing the NAHASDA-MTSP TIW template, you will need to ***Select income guidelines to use*** from the drop-down menu: NAHASDA or MTSP. *The HUD TIW template will automatically default to show the HUD Income Guidelines are being utilized.*

3. Populate the ***Approved Targeting*** column as listed in the AHP Agreement.

4. If you are completing the TIW for a Project Completion Reporting review, you will also need to populate the ***Scoring Commitments*** column as approved in the AHP Application. *These columns will not appear if you are completing the TIW for a Long-Term Monitoring review.*

Project Address
State:
County
Income Guideline
Select income guideline to use:
NAHASDA
MTSP

Number of units in each HUD range		
% of AMI	Approved Targeting	Actual
<30%		0
31-50%		0
51-60%		0
61-80%		0
Total AHP Units	0	0
>80%		0
Total # of Units	0	0
Scoring Commitments		
Disabled		0
Elderly		0
HIV/AIDS		0
Physical Abuse		0
Substance Abuse		0
Formerly Incarcerated		0
Unaccompanied Youth		0
Homeless		0
Veterans		0
Agricultural Workers		0
Both		0

Populating Tenant Information

The tenant table must be populated to reflect all tenants living in the project as of your chosen ***TIW Reporting Date.***

1. **Left side of the Tenant Table (Columns labeled A-G.)**

A	B	C	D	E	F	G
Address/Unit	Head of Household Name	# In Household	Date of move-in or Recert date from year of AHP Award	HUD AMI Year Correlating to Column D	Annual Income at initial move-in or AHP Award Recertification	Unit Targeting (<30,<50,<60,<80,>80)

   a. **For tenants occupying the project *prior* to the AHP award:** enter the household's recertification information from the year of the AHP award on the left side of the TIW. *Do not populate these columns to reflect the tenant's most recent recertification information; it must reflect the recertification information from the year of the AHP award.*

   - Column A: Enter the household's unit # or address.
   - Column B: Enter the household name.
   - Column C: Enter the number of household members occupying the unit at the time of AHP award recertification.

     Select ***Vacant*** from the drop-down menu if the unit is presently vacant.
   - Column D: Enter the date the AHP award recertification was completed.

- Column E: Enter the AMI year in effect as of the AHP award recertification date. *If you are utilizing the HUD TIW template, a pop-up note will appear displaying the effective dates of the recent AMI years.*

- Column F: Enter the total gross annual income amount determined at the time of AHP award recertification.

- Column G: Enter the applicable AMI percentage the household was approved for.

b. **For new tenants moving into the project *after* AHP award**: enter the household's initial move-in (project entry) information on the left side of the TIW. *Do not populate these columns to reflect the tenant's most recent recertification information; it must reflect the initial move-in information.*

- Column A: Enter the household's unit # or address.

- Column B: Enter the household name.

- Column C: Enter the number of household members occupying the unit at the time of move-in.

  Select ***Vacant*** from the drop-down menu if the unit is presently vacant.

- Column D: Enter the household's move-in date.

- Column E: Enter the AMI year in effect as of the move-in date. *If you are utilizing the HUD TIW template, a pop-up note will appear displaying the effective dates of the recent AMI years.*

- Column F: Enter the total gross annual income amount determined at the time of move-in.

- Column G: Enter the applicable AMI percentage the household was approved for.

NOTE: Do not enter transfer information if a tenant transfers from one unit to another. Only the initial project entry (or recertification from AHP award) should be reported.

2. Right side of the Tenant Table (Columns labeled J-L)

J	K	L
Current Actual $ Monthly Rent Charged	Current Tenant's Rent Share	# of Bedrooms in Unit

Rent amounts in effect as of your chosen ***TIW Reporting Date*** must be entered in these columns. *These columns must reflect current rent amounts; do not enter rent amounts from time of move-in or from the AHP award recertification.*

- Column J - ***Current Actual $ Monthly Rent Charged*** must reflect the total amount of rent charged for the unit as of the TIW Reporting Date.

- Column K - ***Current Tenant's Rent Share*** must reflect the rent amount being paid by the tenant as of the TIW Reporting Date. This amount may be lower than the amount entered in Column J if a rental subsidy is received, and the tenant is not responsible for paying the full rent amount.

- Column L - ***# of Bedrooms in Unit*** must reflect the bedroom size of the unit the household is occupying as of the TIW Reporting Date.

3. **Set-Aside Commitments (Columns labeled N-P)** **not applicable for Long-Term Monitoring reviews.*

N	O	P
Special Needs	Homeless Household	Underserved Communities

These columns will only appear if you are completing the TIW for a Project Completion Reporting review. These columns only need to be completed if the project was approved for these commitments on your AHP application.

- Column N – ***Special Needs***: Enter the applicable Special Needs code for the household. Only one code can be entered for each household, even though the household may qualify for more than one. The AHP Rental Special Needs Tracking Sheet, a separate document obtained at Project Completion Reporting, will capture all Special Needs codes that apply to the household.

If the unit is occupied by a special needs resident, use the codes below to denote the special need population.	
D - Disabled	PA - Persons Recovering from Physical Abuse
E - Elderly	SA - Persons Recovering from Substance Abuse
H - HIV/AIDS	F - Formerly Incarcerated
U - Unaccompanied Youth	

- Column O – ***Homeless Household:*** Enter ***Y*** if the household met our FHLB Homeless definition at time of move-in.

  NOTE: A project with existing homeless households at the time of AHP application can use those households who would have met the definition of homelessness when they moved into the project on or after one year prior to the AHP application submission date. *Example: An occupied project submits their AHP application on May 25th, 2025. Only those tenants that met our FHLB Homeless definition that moved into the project on or after May 25, 2024, would qualify as meeting the FHLB Homeless commitment*.

- Column P – ***Underserved Communities***: Enter the following codes if the unit is occupied by a ***V*** - veteran(s), ***A*** - agricultural worker(s), or ***B*** – both.

For questions regarding the TIW, please contact our Community Investment Department at communityinvestment@fhlbdm.com or 800.544.3452, ext. 2400.