

TLS RENTAL ASSISTANCE CALCULATOR QUICK GUIDE



About This Guide

This quick guide provides step-by-step instructions for using the TLS Rental Assistance Calculator. The calculator helps TLS service providers determine the appropriate rental assistance amount and participant rental portion, based on HUD Area Median Income (AMI) guidelines and the participant's household size, income, rent, and current month of TLS assistance. Use this guide as a quick reference when completing the calculator and reviewing the participant's TLS rental assistance schedule. This guide is intended for participants who have not exceeded 24 months of TLS assistance.

Policy reference: TLS Rental Calculator Guidance - Implementation Handbook, page 58.

STEP 1 | ENTER PARTICIPANT INFORMATION INTO THE TLS RA CALCULATOR

Complete the yellow highlighted fields:

- 1. TLS Month:** Enter the participant's current month of TLS assistance (e.g., Month 8 out of the 24-month total; you can find this information in column AJ of the SMT labeled "permanent housing move-in date).
- 2. Household Size:** Enter the total number of people in the household.
- 3. Total Monthly Rent:** Enter the household's monthly rent amount.
- 4. Total Monthly Household Income:** Enter the household's current total monthly income.
- 5. Income Type:** Use the dropdown to select the type of income.
- 6. Special Income Circumstance*:** If the participant receives General Relief (GR), CalWorks, or Social Security, select the applicable income type in the calculator. The calculator will apply the special income circumstance; you do not need to identify an AMI track in Step 2. Discuss participant's circumstance with your HSH Program Manager

For participants whose income is thru employment, move onto the next steps.

Calculator result: Once all fields are entered, the calculator automatically populates the fields in blue including the TLS Rental Assistance Amount, Participant Rental Portion, and Rent/Income Ratio.

Important: If the Rent/Income Ratio is above 50%, the calculator highlights the ratio in salmon/red. This should guide a discussion about increasing participants income.

STEP 2 | DETERMINE THE PARTICIPANT'S AMI TRACK

1. Open the AMI tab "2026 AMI LA County".
2. Identify the household size (total number of people in the household).
3. Use either the Annual or Monthly Income Limit table, depending on how the participant's income is calculated.
4. Find the column that matches the household size.
5. Compare the household's income to the income limits in that column:
 - **Track 1:** Income is at or below the Track 1 amount (15% AMI) or your income falls under GR, CalWorks, Social Security Benefits or income is below \$1233.94.
 - **Track 2:** Income is at or below the Track 2 amount (30% AMI).
 - **Track 3:** Income is at or below the Track 3 amount (50% AMI).

6. Note the Track number and use it for Step 3. Imminent discussion with PM because no income progression.

Example: An 8-person household making \$6,000/month is above the Track 2 limit of \$5,500, so the household falls under Track 3.

STEP 3 | REVIEW THE TLS RENTAL ASSISTANCE SCHEDULE

1. Open the Track 1, Track 2, or Track 3 TLS RA Schedule tab based on the participant's Track identified in Step 1.
2. Find the participant's household size in the first column.
3. Find the column that matches the participant's current TLS month.
4. The amount shown is the TLS rental assistance amount for that month.
5. Use the schedule as a reference to understand how the participant's TLS rental assistance decreases over time.

Example: For an 8-person household in Track 3 that is currently in Month 8, the TLS rental assistance amount is \$320 for that month.