

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



Porting to the Housing Authority of the County of Contra Costa

Portability to the Housing Authority of the County of Contra Costa (HACCC) must be initiated with your current Housing Authority. We will not be able to project timelines for voucher issuance or leasing until we've received the Portability Packet from your originating Housing Authority. Once your originating Housing Authority has prepared your portability packet it is then forwarded to HACCC.

- Your originating Housing Authority should email the Portability Packet to PortIn@contracostahousing.org
- Portability Packet may also be hand delivered or mailed to HACCC:
Attn: Incoming Portability
Housing Authority of the County of Contra Costa
2870 Howe Rd. Martinez, CA 94553
- Once your portability packet is received, we will contact you within 10 days to schedule a briefing which will take place over the phone. You may be required to provide verification of income, assets, and family composition prior to voucher issuance. Please make sure that your originating Housing Authority provides your updated phone number with the Portability Packet. Prior to contacting our agency to determine if a packet has been received, please wait 2 business days after you've confirmed that the originating Housing Authority forwarded the portability packet and know the method that they have sent the packet (ex. mail, email)
- To view our Current Payment Standards or view a list of cities where you may lease in Contra Costa after you've been issued a voucher, visit <https://www.contracostahousing.org/client-documents/>
- Be aware that your Voucher Bedroom size may change. The HACCC does not consider gender **or** age in our subsidy size calculation. When determining the Voucher Bedroom Size, HACCC will assign one bedroom to the Head of Household and, if present, their spouse, or companion. One additional bedroom will be assigned for every two other persons in the household. The living room is considered an additional sleeping room but is not used to determine the voucher size for the family.

