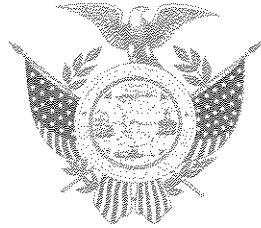


**Martin Matson**  
Comptroller

**John M. Egan, CPA**  
Deputy Comptroller



**Glenn Steinbrecher, CPA**  
Special Deputy Comptroller

**Toni Biscobing**  
Special Deputy Comptroller

**Office of the Comptroller**  
May 1, 2013

Joe Davis, Sr.  
Alderman, 2<sup>nd</sup> District  
200 East Wells Street, Suite 205  
Milwaukee, WI 53202

Dear Alderman Davis:

Per your request, this letter will address the Comptroller's Office Audit Division's specific process for handling complaints received by the City of Milwaukee Fraud, Waste, and Abuse Hotline regarding certification in the Residents Preference Program (RPP).

The City of Milwaukee has an agreement with WRTP/BIG STEP to provide the City of Milwaukee RPP certification to any eligible candidate. Per ordinance 309-41, all construction contracts administered by the Department of Public Works (DPW) shall contain a requirement that 40% of the worker hours be performed by unemployed or underemployed residents. Applicants for the certification must have been laid off for 30 days or have worked less than 1,200 hours in the preceding 12 months or have a household income at or below the federal poverty guidelines. Residents meeting the employment criteria may apply for certification in the Residents Preference Program at WRTP/BIG STEP. To prove residency, applicants must provide a driver's license or state ID with a Milwaukee address along with two pieces of mail with the same name and address.

In the event the Fraud Hotline received a complaint that non-residents were obtaining RPP certification from WRTP/BIG STEP with falsified documents, the following process would be followed:

The Audit Division would determine whether there is enough information to investigate. At a minimum, the names of the individuals are required for an investigation. Addresses and phone numbers would also be helpful, but not necessary. After a case number is assigned and the complaint is entered into the Hotline Complaint Tracking Log, the Audit Division would work with the DPW Personnel and Compliance Manager to perform a residency investigation. The investigation would include procedures similar to those performed for a city employee residency investigation and may include contacting the suspect for evidence of residency and a visit to the recorded address. If residency is disproved, the worker will be removed from the RPP certification list.



Please contact Aycha Sirvanci, Audit Manager, at 286-2347 if you have further questions.

Sincerely,

Handwritten signatures of Martin Matson and Aycha Sirvanci in cursive script.

Martin Matson  
Comptroller

Aycha Sirvanci  
Audit Manager

MM/AS/ssm