



42988 Fairgrounds Rd
Leonardtown, MD 20650
301-904-6458

August 12th, 2025

Town of Cottage City
3820 40th Ave
Cottage City, MD 20

Re: Grant Specialist - Via - Alta CPA

Greetings,

Municipal Grant Services has a proven track record of delivering results and is an excellent choice for this contract. Please find attached Mr. O'Connor's resume and outstanding references. Mr. John O'Connor, Principal and Managing Member of Municipal Grant Services, will be the sole individual assigned to submit grants on behalf of the Town and will serve as the primary point of contact. Over the past decade, Mr. O'Connor has secured more than \$45,000,000 in funding for various local governments throughout the State of Maryland. He has successfully submitted well over 500 grants for both nonprofit organizations and government entities, maintaining an exceptional success rate. These awards include Capital Infrastructure grants, public safety grants, capital project grants, Project Open Space funding, DNR waterway grants, and many others. What distinguishes Municipal Grant Services from other grant writing firms is our full-service approach we handle the entire process from start to finish. This includes researching funding opportunities, drafting competitive applications, and providing full or partial grant administration to ensure compliance and successful project delivery. Municipal Grant Services offers turnkey grant operations, consulting, and project management services that minimize the administrative burden on Town staff. Our experience, work product, and client references demonstrate that we are the premier grant writing agency in Maryland, with the training, knowledge, and expertise to deliver measurable results for the Town of Cottage City.

We look forward to the opportunity to work with you and deliver funding success for the Town.

John E O'Connor

John E O'Connor
Managing Member

OBJECTIVE

To secure a contractual grant writing position for the Town of Cottage City, Maryland with full responsibility to manage, supervise, implement programs, and work closely with Staff through the prime contractor, Elected officials, Town management, members of the public, and colleagues in the field to facilitate funding related to public safety funding, infrastructure funding, municipal facility construction funding, DHCD funding, LEED Funding, Technology Funding, and other funding available to the municipal corporation.

SUMMARY OF QUALIFICATIONS

Accomplished professional with over 20 years of experience who employs state-of-the-art concepts and demonstrates the ability to contribute significantly to a company or organization. A result-oriented professional with excellent in-depth experience in local, state, and national security regulations, budget management, audits, grant writing, and other protocols. Skilled in all areas of government operations, budget management, policies and procedures, administration, and emergency preparedness. Excellent track record and reputation for taking the initiative, executing directives, and implementing strategic planning.

Expertise in:

Grants Management	Public Safety Management	Community Organizations
Reporting/Instruction	Financial Management	Capital Projects
MPCTC Standards	Project Management	Municipal Annexation
Human Resources	Government Audits	Budget Management
Human Relation Skills	Government Budgeting	Organizational Skills
Policy and Procedure	Personnel Management	Program Management

PROFESSIONAL ACCOMPLISHMENTS AND EXPERIENCE

TOWN OF FOREST HEIGHTS, Forest Heights, MD

PROJECT/GRANTS MANAGER

Effectively upholds the position of Project Manager for the Town of Forest Heights. Works closely with staff, public, outside entities, contractors, other municipal governments to promote the orderly and efficient operation of the town government related to large scale capital projects. Responsibilities include enacting comprehensive plans, contracts, capital project sheets, grants, legislation. Broad authority and responsibility in overseeing a capital plan, budget, and projects through completion. Budget oversight is provided for capital projects. Has Secured over 10M in Grant Funding for the Town.

CITY OF DISTRICT HEIGHTS, District Heights, MD

2014 – 2016 **DEPUTY CHIEF OF POLICE**

Part of the senior management team, responsible for instituting systems that provided effective internal management. Direct responsibility for managing and providing strategic leadership and oversight to assigned departments (Operations, Customer Service, Accounting, IT, and HR).

- **Assures protection for the assets of the business through internal control, internal auditing, and policies.**
- **Responsible for the supervision and management of 50 employees' over 20 public safety contracts.**
- **Trains over 1,000 police officers and coordinates with various state agencies.**

ST. MARY'S COUNTY GOVERNMENT, Leonardtown, MD

2014 – 2023

COUNTY COMMISSIONER

Effectively upheld the position of County Commissioner for St. Mary's County and works closely with the other County Commissioners towards the orderly and efficient operation of the county government. Responsibilities include enacting comprehensive plans, overseeing the county's annual budget and finance, debts, contracts and the appointment of department heads and staff in departments. Possess the executive power collectively with the other county commissioners and has broad authority in overseeing an operating budget of over \$325M, and over 1700 employees. Budget oversight is provided for corrections, the Sheriff's Department, States Attorney's Office, and several other state and local entities.

OPTOTRAFFIC, Lanham, MD

2014 – 2016

CHIEF OPERATING OFFICER

Part of the senior management team, responsible for instituting systems that provided effective internal management. Direct responsibility for managing and providing strategic leadership and oversight to assigned departments (Operations, Customer Service, Accounting, IT, and HR) and participates in the general management of the company in close support of the Chief Executive Officer.

- **Drove customer satisfaction while maintaining a reasonable cost structure and ensures compliance with governmental, ISO, and management expectations.**
- **Assures protection for the assets of the business through internal control, internal auditing, and policies.**
- **Responsible for the supervision and management of 50 employees' over 20 public safety contracts.**
- **Trains over 1,000 police officers and coordinates with various state agencies.**

LAW ENFORCEMENT INSTITUTE of MARYLAND

2007 – 2014

EXECUTIVE DIRECTOR

Developed continuing education courses for the law enforcement community and was responsible for the supervision and management of over 75 law enforcement officers and instructors. Ensured that programs were based on current research, national standards, and best practice. Determined the type of instruction necessary and coordinated and supervised the presentations by various instructors. Spoke before service groups and interested groups of citizens on all aspects of law enforcement and law enforcement training. Assisted in analyzing the training needs of various police and enforcement agencies and adjusts training to these needs. Personally, designs training programs based on the needs of the law enforcement community.

- **Considerable knowledge of professional employee training practices, adult learning theory and practice.**
- **Contributing Author, Firearms Training for the State of Maryland for the Governor's gun control act of 2013.**
- **Knowledge of best practices in law enforcement principles, procedures and techniques, Motor Vehicle Laws, accident and criminal investigation methods and techniques.**
- **Trained over 4,500 Law Enforcement Officers from various federal, local, and state agencies**

SEAT PLEASANT POLICE DEPARTMENT

2010-2012

2016-2021

SERGEANT SPECIAL OPERATIONS and TRAFFIC UNIT

Provided management functions including enacting a K-9 program start up at no cost to the SPPD and sustainment, grant administration for technology integration, and maintained significant roles in major projects designed to upgrade the efficiency and effectiveness of police operations. Developed and successfully implemented security policies, and programs in addition to coordinating personnel development, training, operational plan development, and major incident command. Resolved technical and operational problems, eliminating redundancies resulting in cost savings.

- **Authored Grants which resulted in \$5.5 Million in awarded funds in three years**
- **Monitored all grant requirements and fund expenditures to maintain grant eligibility and report it via quarterly reports to the USDOJ, Seat Pleasant Police Department and Seat Pleasant City Council.**
- **Continued to foster a working and growing relationship with local businesses and community groups ensuring that their needs were met with positive results and a trustworthy relationship.**

FAIRMOUNT HEIGHTS POLICE DEPARTMENT

2009 – 2010

ACTING CHIEF of POLICE

Spearheaded the planning, directing, and controlling the activities of all lower ranking sworn police officers and civilian personnel in the performance of their duties. Responded to the scene of major incidents, whether of a criminal nature or natural disaster, and to assumed field command and remained there until the situation is under control. Supervision was exercised over a large group of subordinates or a small group, and the complexity of work may vary, and the scope of responsibility varied. Responsible for the development and implementation of traffic and security operational plans associated with large scale events, to include entertainment venues

- **Reduced personnel expenses within the budget through better manpower allocation and improved communication, thus reducing overtime expenditures.**
- **Identified and analyzed problems, leading to successful solutions and the implementation of action plans.**
- **Initiated and develop strategic plans to fight crime and work in partnership with surrounding jurisdictions, and exercised immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.**
- **Implemented Non-Standard practices for combating prostitution on the Eastern Avenue corridor working in partnership with the command staff of the Metropolitan Police District of Columbia, Prince George's County Police, and the Citizens Against Prostitution.**

Seven (7) years U.S. Army military career comprised of the following assignments and some of the missions executed:

- 212Th Military Police Detachment, Fort Belvoir, VA
Military Police Sergeant Working Dog Handler/Trainer
- 87th Military Police Detachment Criminal Investigation Division
Investigator Sergeant, Covert Narcotics Unit
- 118TH Military Police Company Law Enforcement Duty, Fort Bragg NC
Patrol Supervisor, Sergeant
- 108Th Military Police Company – Team Leader, Fort Bragg
- **Managed a squad of experienced investigators, Undercover Narcotic officers and major case investigations associated with the violent crimes of murder, robbery, rape, and sex offenses. Squad investigated all suspicious deaths, suicides, missing persons, and police related shootings in conjunction with the Criminal Investigative Division Agents. I led and supervised a staff of 8 investigators.**
- **Patrol Supervisor in an Airborne Military Police Company in direct support of XVIII Airborne Corps; ensures soldiers and equipment are prepared for Law Enforcement Operations. Worked hand in hand with the Fayetteville Police Department narcotics team, and patrol division.**
- **Trained, counseled, and focused on combat readiness, teamwork, and soldier welfare. Deployed in support of Operation Iraqi Freedom. Wrote the training curriculum for the first Iraq Police Academy used as the foundation for the Police Academy resulting in training over 1,500 Iraqi Police. Iraq currently has over 30 academies.**

AWARDS/COMMENDATIONS

MILITARY AWARDS

Purple Heart, Army Commendation Medal with Valor Device (2nd Award), Army Achievement Medal (8th Award), Army Good Conduct Medal (2nd Award), National Defense Service Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Kosovo Campaign Medal, Iraq Campaign Medal, Army Service Ribbon, Combat Action Badge, Parachutist Badge

LAW ENFORCEMENT AWARDS

Meritorious Action Award x 2

Law Enforcement Valor Award

Good Conduct Award x 3

Meritorious Unit Citation

Law Enforcement Service Award

2019 State of Maryland Law Enforcement Instructor of the Year

2021 State of Maryland Law Enforcement Instructor of the Year

EDUCATION

B.S Degree, Management, 2014, the Johns Hopkins University, Baltimore, Maryland

A.A. Degree, Criminal Justice, 2010, Kaplan University, Chicago, Illinois

TECHNICAL EXPERIENCE

Proficient with PC/Mac, Quick Books, ADP, Payroll Management, MS Word, PowerPoint, Access, Outlook, Publisher, Proficient with Excel, Movie Editor, Photoshop, Police RMS, Grant Management System, E-Tickets, ACRS,

EXPERT WITNESS

Court Recognized Expert, Automated Enforcement, ***Forest Heights v. Eastover Auto.***

Maryland Circuit and District Court 2012

Court Recognized Expert, Narcotics Investigations, ***United States v. Sosa 2005***, Fort Bragg, NC

PUBLISHED ARTICLES

“Set up and Accuracy Testing for Automated Speed Enforcement” By John E O’Connor 2012
International Association of Chiefs of Police

SPECIALIZED TRAINING

Bachelors in science, Management, The Johns Hopkins University
Johns Hopkins University Public Safety Executive Leadership Institute Graduate
FBI, LEEDA, Law Enforcement Leadership Training
Advances Investigations Training, United States Army, US Marshalls
Expert Enhanced Law Enforcement Instructor, MPCTC
OC Instructor and Less than Lethal Instructor MPCTC
Emergency Vehicle Operator Instructor, MPCTC
Firearms Instructor Type I, II, III, IV, MPCTC
K-9 Handler, US Army; K-9 Instructor, MPCTC
Federal Narcotics Investigations, US Army, US Marshall Service
NYPD Undercover Narcotics Investigations, New York City Police Department
Police First Line Supervisors School, FTCC and MPCTC
First Line Administrator Training, MPCTC
Vehicular Homicide Investigator Level I, II, III (Accident Reconstructionist), PGPD
State of Maryland Certified Traffic Safety Specialist, MDOT
Field Training Officer, MPCTC; Field Training Officer Instructor, MPCTC
Narcotics Interdiction School, Fayetteville Tech
Highway Narcotics Interdiction School, Fayetteville Tech
Multi-jurisdictional Counter drug task force, US Army
Private Pilot Single Engine Land, FAA
Unmanned Aerial System Pilot, Part 107, FAA
Motor Vehicle Carrier Enforcement, Maryland State Police
Advanced DWI detection school, US Army FTCC
Emergency Vehicle Operator Instructor, MPCTC
Grants Management
Fiscal Management and Budgeting processes
Motorola Records Management System, Instructor Certified, PGPD

MUNICIPAL GRANT SERVICES REFERENCES

Demetrious Harris
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City of Seat Pleasant, MD
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Town of Forest Heights, MD
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Emergency Managment PG County
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Krythlyn Rhoda
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