



GRANT APPLICATION DEADLINE: November 17, 2023, at 5:00 p.m.

Date/Time Received: _____ Application No.: _____

I. PROPERTY IDENTIFICATION

Property Address: 123 Easy Street, Phoenix AZ 85001

Historic District (or name of individually listed building): Manchester Historic District

Owner: Martha Jones

Mailing Address: 345 Another Avenue

City & State: Phoenix, AZ ZIP Code: 85001

Primary Phone #: 602-555-5555 Secondary Phone #: 602-123-4567

E-mail Address: marthajones@email.com

In completing the application, please type or write or print legibly. Be as concise as possible and read all questions before answering to avoid repetition. Note that you may not need to answer all questions, as they may not apply to your project.

II. PROJECT SUMMARY

1. Briefly describe what you know about the historical and architectural significance of your property, including the date of construction. Please attach a copy of the Historic Property Inventory Form for your property (available from the city of Phoenix Historic Preservation Office).

Built in 1930, the property at 123 Easy Street consists of a Tudor Revival-style residence and similar-style detached garage. The house has a steeply pitched roof originally sheathed with wood (now asphalt) shingles. The roof consists of multiple gables, each with louvered wooden vents present at the top of the gable wall. The house is constructed of brick, although the exterior walls are sheathed with original sand finish stucco. Additional features include a large chimney on the side of the house near the front corner and a rectangular niche near the front door that is enclosed with lattice. The rectangular front entrance is quoined, and each window has a protruding stucco sill that adds additional depth and architectural interest. In the original bathroom and kitchen, the windows are double-hung; however, in the rest of the house, the windows are casements. All of the windows are wood with true divided lights.

The interior of the house has coved ceilings in the living room and dining room, arched doorways, and a niche in the hallway. The fireplace is quoined similarly to the front entrance with a coat-of-arms keystone in the arched firebox.

According to the Historic Property Inventory Form, the architect of the home was Wellington Pembroke III, who designed many Period Revival homes in Phoenix during the 1920s and 1930s. The house was built by Steven Marr Construction and was originally occupied by William Shankly, who was headmaster at the Manchester School. I am the fourth owner of the property. When I purchased it in October 2020, the home had fallen into disrepair.

2. Scope of Work: Describe the work you will be undertaking. Explain how the project will benefit the historic property while retaining or enhancing its historic integrity. Describe in detail the materials and methods that you propose to use.

Over the years, it appears that maintenance was deferred on the house and as a result, several issues need to be addressed to restore this structure. In particular, every casement window is inoperable and has significant rot, broken glass, and shoddy repair work. For example, the sash of the dining room window has completely rotted (Window #3) and daylight can easily be seen through the hole. L-braces were used on other windows (e.g., #6 and #13) to keep corners intact, and all of the windows have been poorly puttied and painted. The wood on the double-hung windows appears to be in the best shape, although the glass is missing in the bathroom window (#9), and one of the kitchen windows no longer has its ropes or pulleys and easily falls out (#1).

I am proposing to have all of the windows repaired, and the totally missing bedroom window (#8) will be replaced with a matching historic window. Repair work will include, but not be limited to, replacement of broken glass, rebuilding or replacing rotted sash, stripping of paint and old putty, and priming and painting each window.

3. Briefly describe rehabilitation work you or a previous owner have completed on the property. Please list the major work items and the year in which the work was completed.

After I purchased the house in 2020, I immediately cleared the yard of junk and debris, including the removal of an old hot tub and metal shed. In addition, shrubs were pruned back and unsightly chain link fencing was removed from the front yard and along the east adjacent front property line from north to south.

Work has continued through 2021 and 2022, and the interior of the house is currently undergoing major rehabilitation. Because of roof leaks, several plaster walls had significant cracks and were crumbling. Plaster in these areas has been removed. The original bathroom and kitchen have been gutted and will be restored with historically compatible features. The middle bedroom was a passageway to the back bedroom and is now in the process of being converted to a new master bathroom. In the hallway, air conditioning ductwork had been shoddily added and the ceiling dropped to seven feet with wallboard "tiles." This system has been removed and the new ductwork will be reinstalled in the attic space above. I just recently removed the old, inadequate insulation in the attic and replaced it. All of this work was done in anticipation of applying for the City grant to complete the necessary window work.

4. What is your overall rehabilitation and development plan for the house and site? Is the proposed grant project part of a larger plan? Will additional work take place in the future?

Within the next year, the following work will have started or be completed: new roof (using appropriate dimensional shingles); new wiring throughout the house, including a new circuit box to 200 amp service and new light fixtures; plumbing upgrades, including a second bathroom to create a master suite; new laundry room; rehabilitation of existing bathroom; new kitchen; repair and refinishing of existing wood floors; repair and painting of exterior stucco and of interior walls/ceilings; new HVAC ductwork and vents; new attic insulation; installation of tankless water heater; repair of fencing; and front yard landscaping to increase curb appeal and provide shade for the house and pedestrians. Floorboards removed from the new bathroom area will be used to repair the wood floors in the rest of the house where sections have broken and are exposing the ground beneath the house.

5. Describe how the proposed project will positively impact the historic property and streetscape. Will the rehabilitation work be visible from the street?

As shown in the attached photos, many of the windows on the home are clearly visible from the street. The proposed repairs will positively impact the historic property and streetscape due to the size of the windows and their contribution to the home's architectural character. This property has been so neglected that the window restoration will be a significant improvement in the neighborhood on a block that is already experiencing a turnaround. The additional work I am proposing to complete outside of the grant project will further enhance the historic property and the streetscape.

6. Describe how the proposed project will repair a serious maintenance problem affecting the physical condition of the property. If the property is currently uninhabitable, will the proposed work return it to productive use?

The proposed project will address a serious maintenance problem by addressing windows that are broken, missing, or in disrepair. When the work is completed, the windows will operate as they were originally intended. This will not only increase the security of the property but will also increase the home's ventilation. Based on an audit that was recently completed, I anticipate that the energy bills will be significantly reduced. I should note that because the condition of the windows is so poor, I considered replacing the windows and installing new dual-pane windows throughout the house, but I decided against it when I learned it would adversely affect the property's historic integrity and take years to recover my investment. The proposed repairs will address a serious problem while still retaining my home's historic integrity.

III. REQUEST FOR FUNDS

Itemize specific work items in the following table for all components of eligible exterior work for which you request exterior rehabilitation funding. **You must attach one (1) contractor bid** to substantiate each requested historic preservation (HP) funded item. All cost estimates should be listed on letterhead from the contractor or tradesperson and should include contact information (address, phone number and e-mail) and contractor license number (if applicable) and should be itemized with descriptions and costs for each work item on the bid.

Enter the **exact bid amount** in the “**Bid Amount**” column on page 4. If your project includes soft costs for **structural engineering** (see Program Guide), please include them as a separate work item. Building permit fees, if applicable, are the sole responsibility of the owner and cannot be included in the project cost.

The contractor or tradesperson selected must have experience with the work item they will complete. The property owner is encouraged to select a contractor or tradesperson who is best qualified to perform the scope of work.

Estimates submitted as part of this application should be dated within sixty (60) days of the grant deadline. While this is not intended to serve as a price guarantee from the contractor, it demonstrates current market values for the work proposed. **Any price increases above the requested amount are the responsibility of the property owner.**

Please note the minimum amount an application may request from the city is \$5,000. **Applications requesting less than \$5,000 will be disqualified.** The maximum amount that may be requested is \$20,000. **Applications requesting more than \$20,000 will be cut off at \$20,000.**

<u>Description of Work Item and Contractor Name</u>		<u>Bid Amount</u>
<u>SELECTED CONTRACTOR</u>	<u>SCOPE ITEM</u>	
1. <u>Great Window Restorations</u>	<u>Repair wood windows</u>	\$ <u>\$ 16,950.00</u>
2. <u>Paint Pros</u>	<u>Paint windows after repairs</u>	\$ <u>\$ 2,640.00</u>
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____
(attach a separate sheet if scope of work includes additional items)		
Total		\$ <u>\$ 19,590.00</u>
Requested City Share (50%):		\$ <u>\$ 9,795.00</u>

If the eligible exterior work described above is part of a larger rehabilitation plan for the building or site, outline the project by phases indicating the sequence of work tasks and costs associated with each task. You are not required to have estimates from contractors to verify these costs. Indicate the total project cost, including the eligible items requested above. Please attach a separate page for this information.

IV. INFORMATION ON LIENHOLDERS

The city’s acceptance of the grant application and recordation of the Conservation Easement requires the consent of all lienholders. ***Please complete the Information Regarding Lienholders Form (last page of this application) and indicate whether your property currently has a mortgage or a lien.*** Accuracy of this information is critical to the timely processing of the application. The city will obtain a title report to verify all information provided. ***Please note that consent from lienholder(s) MUST be received prior to the disbursement of funds.***

V. ATTACHMENTS

- A. *Historic Property Inventory Form.*** This form is available from the city of Phoenix Historic Preservation Office and can be emailed upon request.
- B. *Cost Estimate.*** One cost estimate or price quote from a qualified contractor having experience for each item in the scope of work. (See Section III above for more detailed information.)
- C. *Engineer’s Report.*** If you are proposing structural work, you must attach an engineer’s report documenting the problem and the recommended repair(s).
- D. *Digital Photos.*** Please submit at least two photographs for each scope of work item. The intent of the photos is to show the deteriorated features requiring rehabilitation and the effect the deterioration has had on other parts of the building (such as interior walls or ceilings).

Additional photos should show the overall house and property. Photograph the main façade by standing directly in front of the house and at both corners where the side and main facades meet.

Note: All photographs must be in color. Photos with explanatory notes may be submitted in PDF format, with multiple photos on the same page. However, the original photo files should also be attached to the application in JPEG, PNG or TIFF format, with no text, arrows or other marks on the photos.

E. Plans and Archival Documents.

- a. **Site Plan. Required for all applications.** Drawings need not be professional but should be correct in scale and sufficiently detailed to indicate the scope of work to be implemented. At a minimum, the site plan should include the following:
 - i. Location of property lines, streets, alleys and easements;
 - ii. An outline or “footprint” of all existing structures (e.g., house, garage, carport, shade structure or patio cover, guest house and other outbuildings);
 - iii. Location of driveways, parking areas, sidewalks, swimming pools, fences, walls and other major landscape or site improvements; and
 - iv. Location of proposed work (for example, if you are repairing windows, indicate their locations on the site plan).
- b. **Elevations. Required for some applications.** These are line drawings of the exterior elements of the building showing the roof configuration and location and size of windows, doors, archways or other openings in the exterior walls. Elevations are necessary if the proposed project includes altering the shape, size or proportions of any of these exterior elements. (For example, if a non-historic porch enclosure is being removed, a front elevation should be provided to show how the house will appear when the work is completed.)
- c. **Archival Documents. Required for some applications.** If you are proposing to reconstruct or replicate a structure or feature, please include documentation of its original appearance, such as original plans or footprints, historic photographs or contemporary photo documentation showing evidence of the original structure or feature.

VI. SUBMISSION DEADLINES

Applications will be considered based on the availability of funds, the merits of the project, the quality of the application and adherence to the policies of the Historic Preservation Commission as outlined in the Program Guide. Announcements of awards are generally made within 90 days of the application deadline.

An electronic submittal of the complete application packet (including all attachments) must be e-mailed to the following address:

historic@phoenix.gov

File sizes that exceed 25 MB must be sent in separate emails. Links to download files from cloud storage services may be provided, although please note that city access to some sites may be blocked, so please verify with staff that all materials were received prior to the deadline.

ALL materials must be received by 5:00 p.m. on Friday, November 17, 2023. Late applications and applications missing crucial elements (such as cost estimates, photos or site plan) will not be considered for funding.

I declare that I have reviewed the Historic Preservation Bond Fund Program Guide; I understand its contents and am submitting this application in accordance with that guide. All information submitted is true to the best of my knowledge and belief. I acknowledge that any error may affect its review and approval. I understand that if I wish to change any aspect of the project after it has been approved, I must obtain the written consent of the city. I also understand I will be required to obtain a Consent Agreement from my lienholder/lienholders, and I will sign and abide by the terms of the Deed of Conservation Easement and the Exterior Rehabilitation Program Agreement within ninety (90) days of project approval by the City Council.

SIGNATURE: _____



DATE: 8/19/2023

SIGNATURE: _____

DATE: _____



The city's purchase of the Conservation Easement requires the consent of all lienholders. Accuracy of this information is critical to the timely processing of the application. The city will obtain a title report to verify all information provided. **Consent from lienholder(s) MUST be received prior to the disbursement of funds.**

Property Address: 123 Easy Street, Phoenix AZ 85001 APN: 101-01-001A

Historic District/Property: Manchester Historic District

There are no liens on the above referenced property.

Primary Mortgage Company: Superior Mortgage

Contact Person: John Friendly

Correspondence Address: *(Note: This is usually different than the payment address.)*

Customer Service, PO Box 1234

Anywhere, AZ 12345-6789

Company Telephone Number: 602-555-0000

Loan Number: 12345678-9

Secondary Lienholder (if applicable): None

Contact Person: _____

Correspondence Address: *(Note: This is usually different than the payment address.)*

Company Telephone Number: _____

Loan Number: _____

Tertiary Lienholder (if applicable): None

Contact Person: _____

Correspondence Address: *(Note: This is usually different than the payment address.)*

Company Telephone Number: _____

Loan Number: _____

If there are additional lienholders, please provide additional copies of this form with your application.

Applicants are strongly encouraged to contact lienholders prior to submitting grant applications to find the most appropriate contact person and to verify lienholder participation requirements, as many lienholders charge processing fees and require additional information to be submitted. The applicant will be responsible for payment of any associated fees. Historic Preservation Office staff will prepare the Consent Agreement and send it to all lienholders on your behalf. **However, it will be the applicant's responsibility to follow-up with the lienholders to ensure they return the Consent Agreement to the city of Phoenix.**

ATTACHMENT A

CITY OF PHOENIX / STATE OF ARIZONA

HISTORIC PROPERTY INVENTORY FORM

Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property. Use continuation sheets where necessary. Send completed forms to City of Phoenix Historic Preservation Office, 200 W. Washington, 3rd Floor, Phoenix, AZ 85003 for listing on Phoenix Historic Property Register, or Arizona State Historic Preservation Office, 1300 W. Washington, Phoenix, AZ 85007 for listing on Arizona/National Register of Historic Places.

PROPERTY IDENTIFICATION

For properties identified through survey: Site No: 001 Survey Area: Manchester

Historic Name(s): (Enter the name(s), if applicable, that best reflects the property's historic importance.) William Shankly House

Address: 123 Easy Street

City or Town: Phoenix vicinity County: Maricopa Tax Parcel No.: 101-01-001A

Township: 1N Range: 3E Section: 3 Quarter Section: NW Acreage: 0.2

Block: 1 Lot(s): 20 Plat (Addition): Manchester Subdivision Year of Plat: 1928

UTM reference: Zone: 12 Easting: 403157 Northing: 3703006 USGS 7.5' quad map: Phoenix

Architect: Wellington Pembroke III Not Determined Known Source: Building Permit

Builder: Steven Marr Construction Not Determined Known Source: Building Permit

Construction Date: 1930 Estimated Known Source: Building Permit

STRUCTURAL CONDITION:

Good (Well-maintained; no serious problems apparent)

Fair (Some problems apparent) Describe:

Poor (Major problems; imminent threat) Describe:

Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property has been used over time, beginning with the original use:

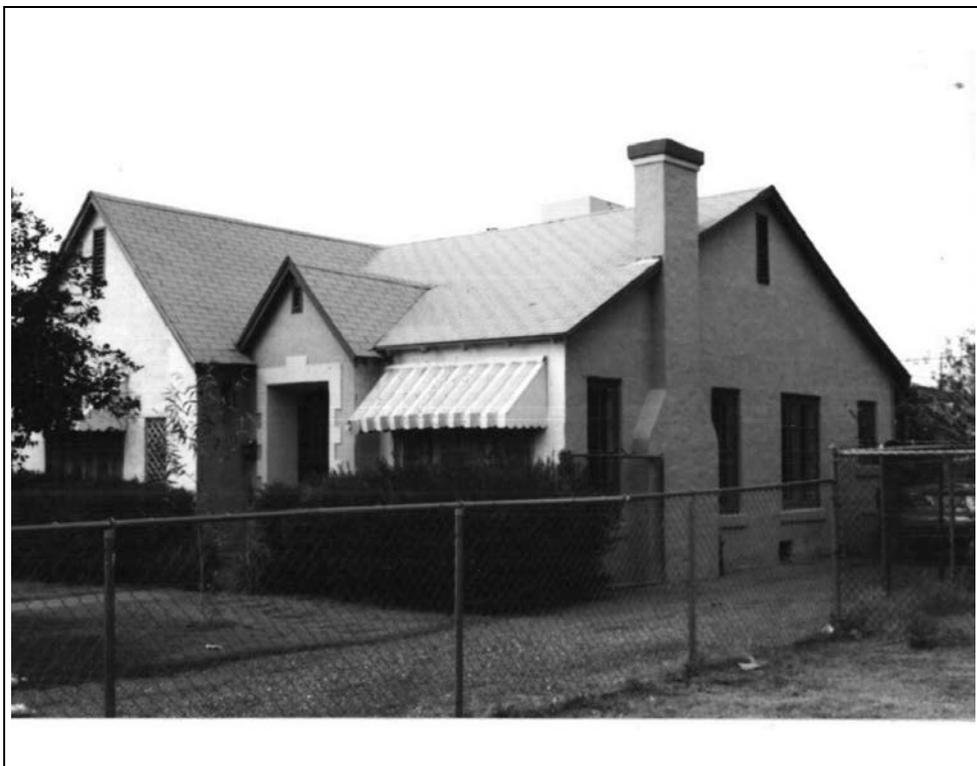
House (dwelling)

SOURCES: Permits, City Directories

PHOTO INFORMATION

Date of photo: 10/31/2002

View Direction (looking towards): NW



SIGNIFICANCE

To be eligible for the Phoenix/Arizona/National Register, a property must represent an important part of the history or architecture of an area. Note: a property need only be significant under one of the areas below to be eligible.

- A. HISTORIC EVENTS/TRENDS (On a continuation sheet describe how the property is associated either with a significant historic event or with a trend or pattern of events important to the history of the nation, the state, or the local community.)
- B. PERSONS (On a continuation sheet describe how the property is associated with the life of a person significant in the past.)
- C. ARCHITECTURE (On a continuation sheet describe how the property embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values.)

Outbuildings: (Describe any other buildings or structures on the property and whether they may be considered historic.)

One-car garage with carriage doors, contributing

INTEGRITY

To be eligible for the Phoenix/Arizona/National Register, a property must have integrity; that is, it must be able to convey visually its importance. Provide detailed information below about the property's integrity. Use continuation sheets if necessary.

1. LOCATION Original Site Moved date: _____ Original Site: _____

2. DESIGN (Describe alterations from the original design, including dates—known or estimated—when alterations were made)
No noteworthy exterior alterations except installation of metal awnings on front facade

3. SETTING (Describe the natural and/or built environment around the property)
Residential subdivision "USA/WPA 1941" stamped in curb driveway and sidewalk

Describe how the setting has changed since the property's period of significance:

Construction of adjacent freeways has reduced through street traffic and commercial development has surrounded neighborhood

4. MATERIALS (Describe the materials used in the following elements of the property)
Walls (structure): Brick Foundation: Concrete Roof: Asphalt shingles
Windows: Wood casement, wood double-hung
If the windows have been altered, what were they originally? _____

Wall Sheathing: Stucco
If the sheathing has been altered, what was it originally? _____

5. WORKMANSHIP (Describe the distinctive elements, if any, of craftsmanship or method of construction) Quoins around front door; niche at front entry with lattice

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

Individually listed Contributor Non-contributor to the _____ Historic District
Date Listed: _____ Determined eligible by keeper of National Register. Date: _____

RECOMMENDATIONS OF ELIGIBILITY (opinion of HPO staff or survey consultant)

Property is is not eligible individually.
Property is is not eligible as a contributor to a potential historic district.
 More information needed to evaluate
If not considered eligible, state reason: _____

FORM COMPLETED BY

Name and Affiliation: John J. Historian Date: 10/31/2002
Mailing Address: 654 Resource St. Phoenix, AZ 85001 Phone No.: 602-555-7998

ATTACHMENT B

Great Window Restorations, LLC
 61 N. Salford St.
 Phoenix, AZ 85001-6789
 Telephone: (602) 555-0607
 Fax: (602) 555-0708
 E-mail: sheila@greatwindowrestorations.com



Name/Address	Property Address (if different)
Martha Jones 345 Another Ave. Phoenix, AZ 85016	123 Easy St. Phoenix, AZ 85001

ESTIMATE DATE:	8/15/2023	This estimate expires in 60 days.
No. of Openings	13	
No of Windows	26	
	22 large 8-light casement windows	
	3 small 1/1 double-hung windows	
	1 small 6-light casement windows	

Opening	Location	Elevation	Type	Cost per Window	Cost per Opening
1	Patio	North	Double-hung, 1/1 (2)	\$700.00	\$1,400.00
2	Laundry	East	Casement, 6-light	\$550.00	\$550.00
3	Dining Room	East	Casement, 8-light (2)	\$650.00	\$1,300.00
4	Living Room	East	Casement, 8-light	\$650.00	\$650.00
5	Living Room	East	Casement, 8-light	\$650.00	\$650.00
6	Living Room	South	Casement, 8-light (3)	\$650.00	\$1,950.00
7	Bedroom	South	Casement, 8-light (3)	\$650.00	\$1,950.00
8	Bedroom	West	Casement, 8-light (3)	\$650.00	\$1,950.00
9	Hall Bathroom	West	Double-hung, 1/1	\$700.00	\$700.00
10	Master Bathroom	West	Casement, 8-light (3)	\$650.00	\$1,950.00
11	Master Bedroom	West	Casement, 8-light (2)	\$650.00	\$1,300.00
12	Master Bedroom	North	Casement, 8-light (2)	\$650.00	\$1,300.00
13	Master Bedroom	East	Casement, 8-light (2)	\$650.00	\$1,300.00
TOTAL					\$16,950.00

WORK TO BE COMPLETED

Project Description:	<ul style="list-style-type: none">▪ Restore all windows per description below▪ All window sashes can be restored or replaced with another historic sash▪ Replace any severely deteriorated or warped styles or rails▪ Replace any glass panes broken during restoration (anticipate about 50% breakage)▪ Install privacy glass into west side guest bath double-hung window▪ Proposal does not include screens
Restoration Activities:	<ul style="list-style-type: none">▪ Remove windows and board up opening and transport windows to repair shop▪ Remove old glass putty and remove glass for reinstallation if not broken▪ Strip away all old paint from interior and exterior sides of sash▪ Strip old paint from existing hinges and closure hardware▪ Sand wood down to original wood▪ Make wood repairs such as fill voids and cracks with "ABATRON" wood restoration system▪ Rebuild rotted joints and add dowels where needed for strength▪ Disassemble frame and reassemble with glue and clamp square when needed▪ Replace or repair broken muntins▪ Glue cracks and splits in wood▪ Re-size casement sashes to achieve minimum gap to jambs▪ Prime all wood surfaces▪ Replace any broken or missing glass with 1/8 inch clear glass (included in pricing)▪ Apply new putty to all glass panes▪ Reinstall hardware▪ Reinstall window▪ Reinstall window trim on double-hung windows with emphasis on a tight fitting sash
Replacement Windows:	<ul style="list-style-type: none">▪ Replacement window is of the same style and vintage as others on the house▪ Replacement window was removed from another historic home▪ Window sash will be disassembled and resized to fit the assigned opening▪ Required number of muttons would be installed to match similar windows▪ Window would than be restored as described above

PAINT PROS, LLC

81 N. Rusholme Road
Phoenix, AZ 85001
(602) 555-1122 Office
(602) 555-2112 Mobile

Estimate No.: 1963
Date: 8/15/2015

Client: Martha Jones
Address: 345 Another Ave.
Phoenix, AZ 85001

Property Address: 123 Easy St.
(If Different) Phoenix, AZ 85001

Price: \$2,640.00
Scope of Bid: Paint exterior of all windows with 2 coats of exterior grade paint. Client to select brand and color of paint. Price includes all materials and labor.

Payment: 40% Deposit required. Balance due upon completion. Any order changes will be added to final billing.

Estimated Time Required: 7 - 10 days (Time may vary due to weather conditions at time of production)

Price: **\$2,640.00**

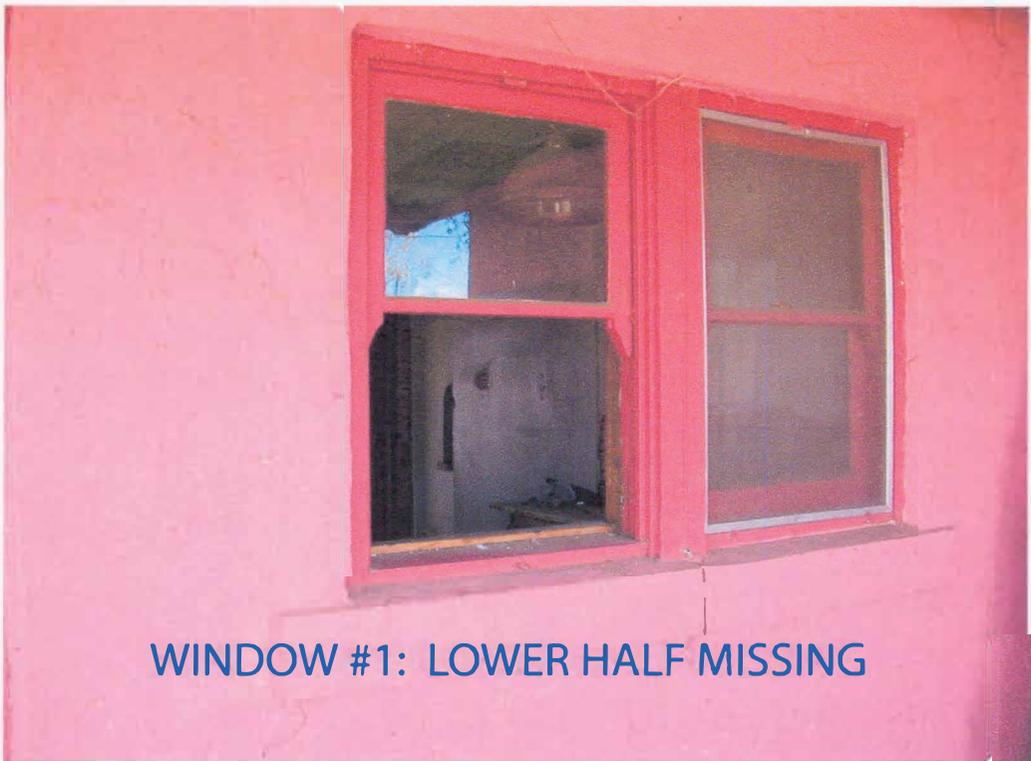
Prepared By: Andy Joyce

ATTACHMENT D

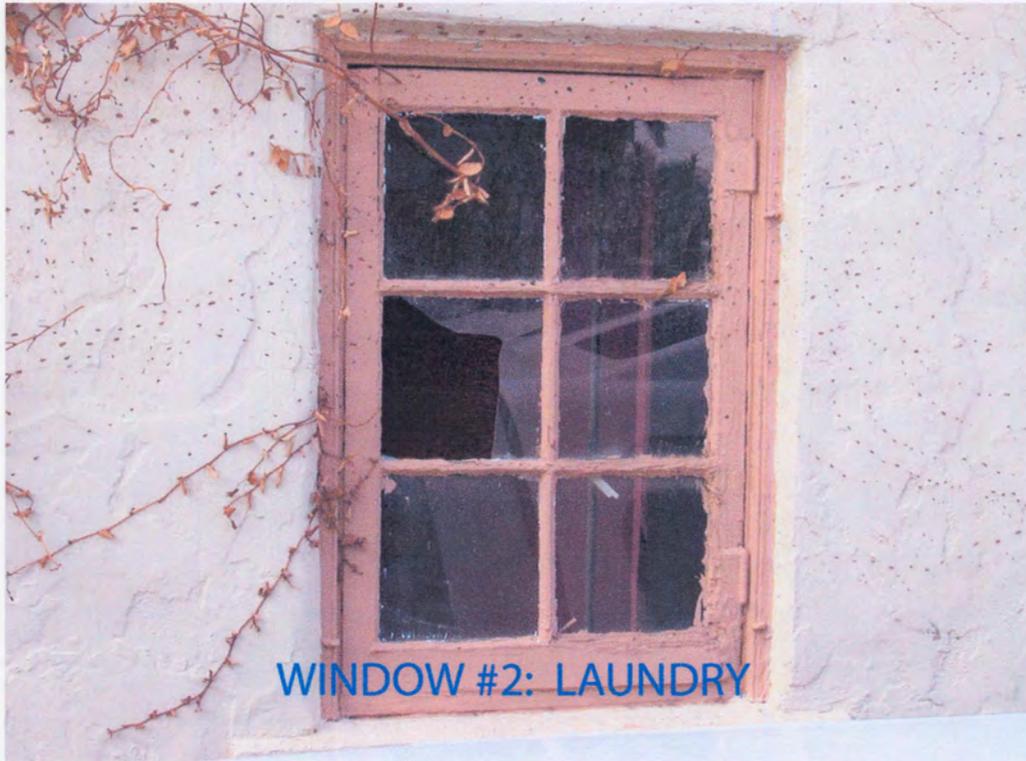
Note: Each photo below is also attached to the application in JPG format with no text, arrows or other marks on the photos.

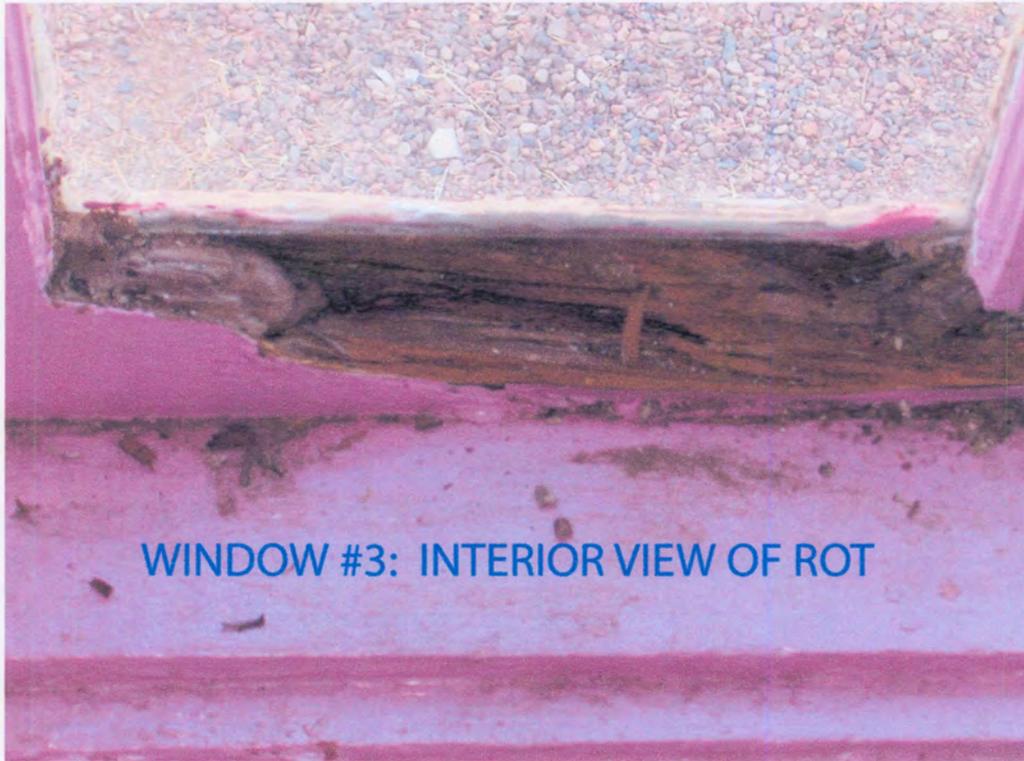


WINDOW #1 KITCHEN



WINDOW #1: LOWER HALF MISSING

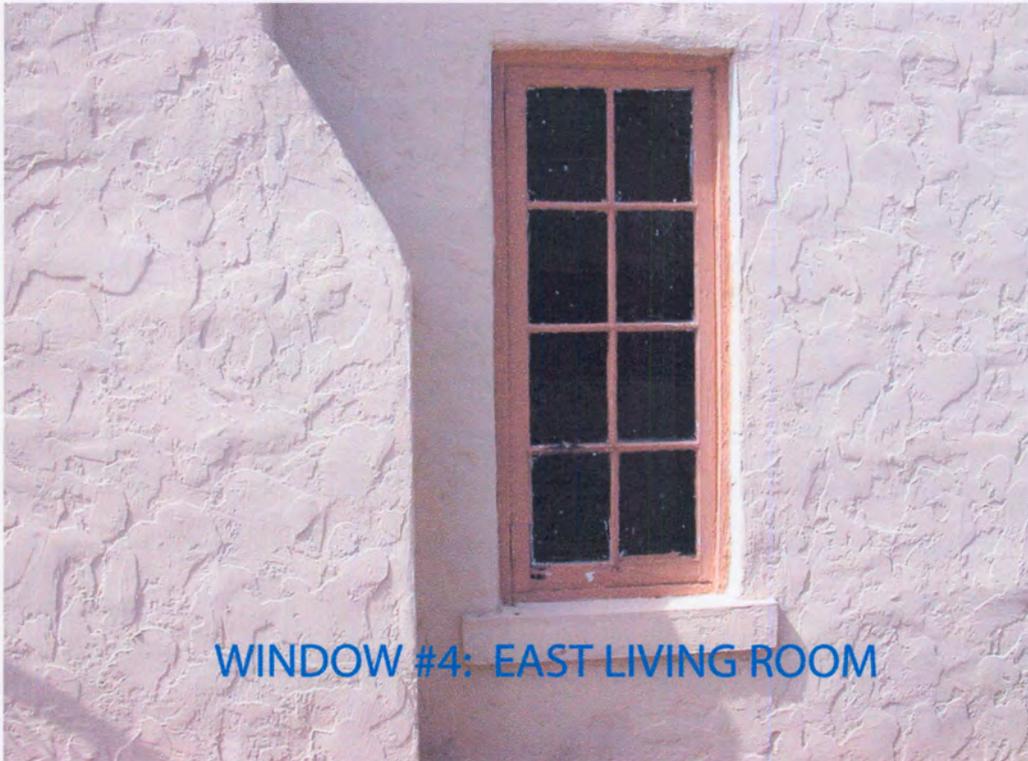




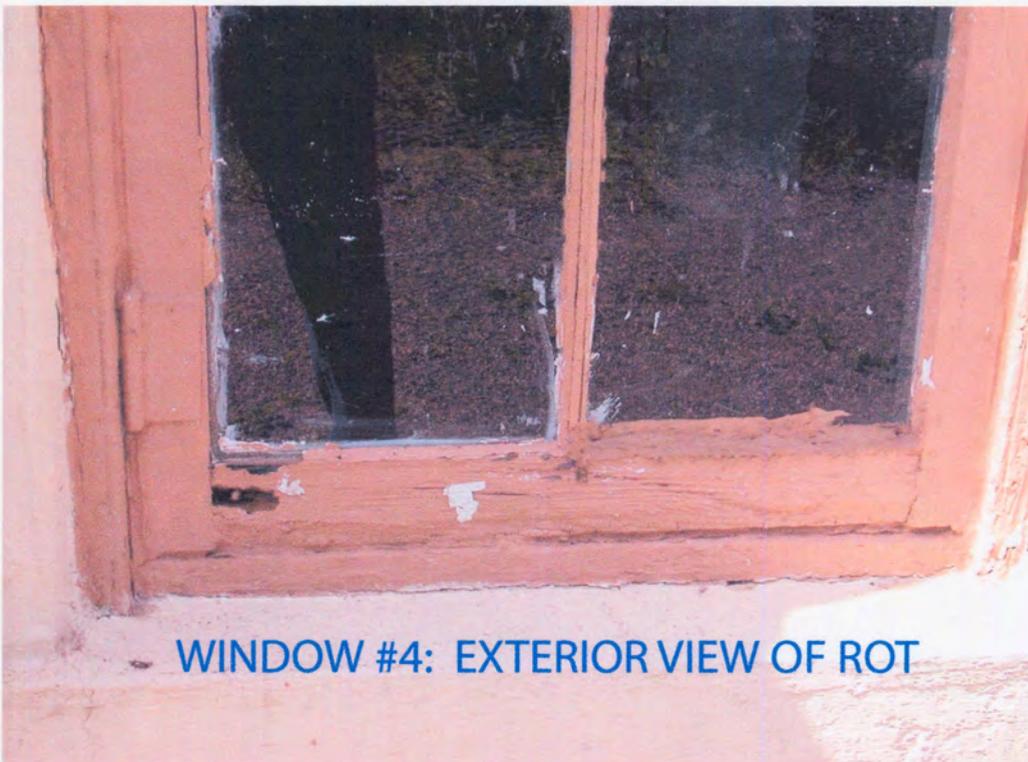
WINDOW #3: INTERIOR VIEW OF ROT



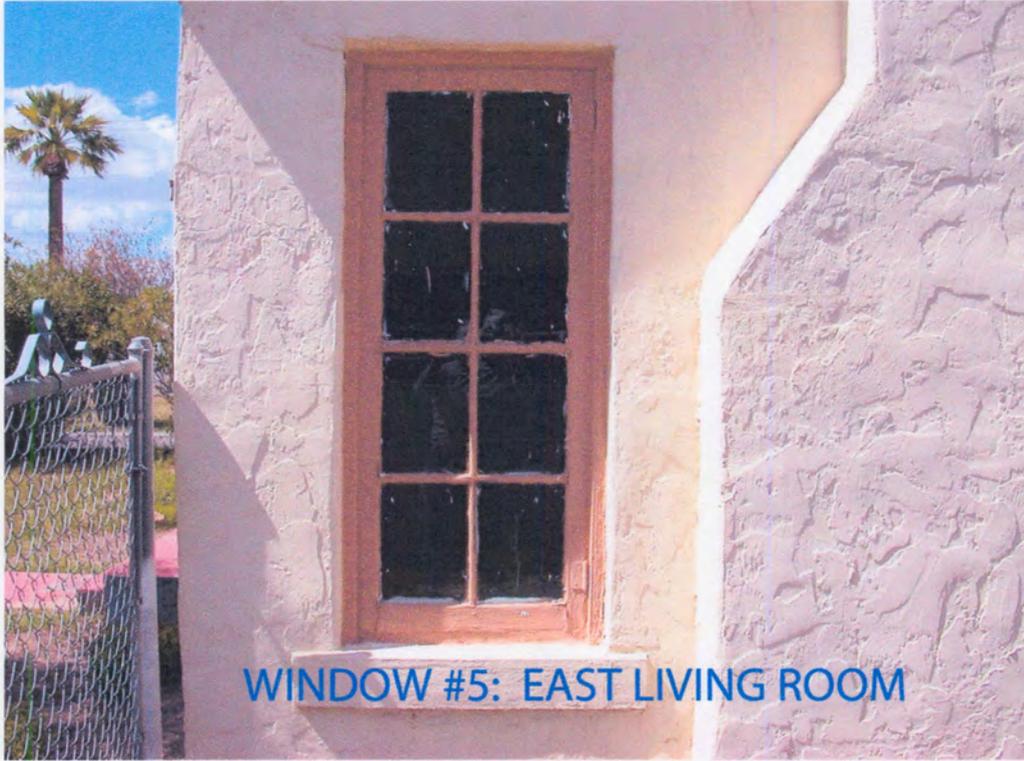
WINDOW #3: INTERIOR VIEW OF
ROTTED SASH



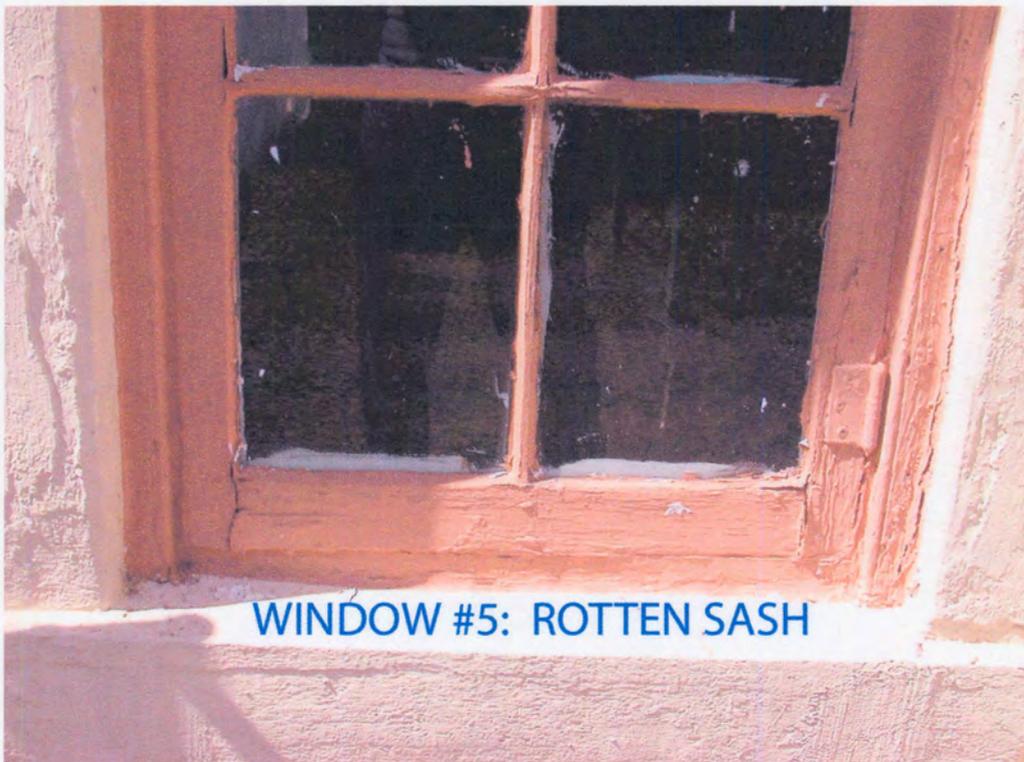
WINDOW #4: EAST LIVING ROOM



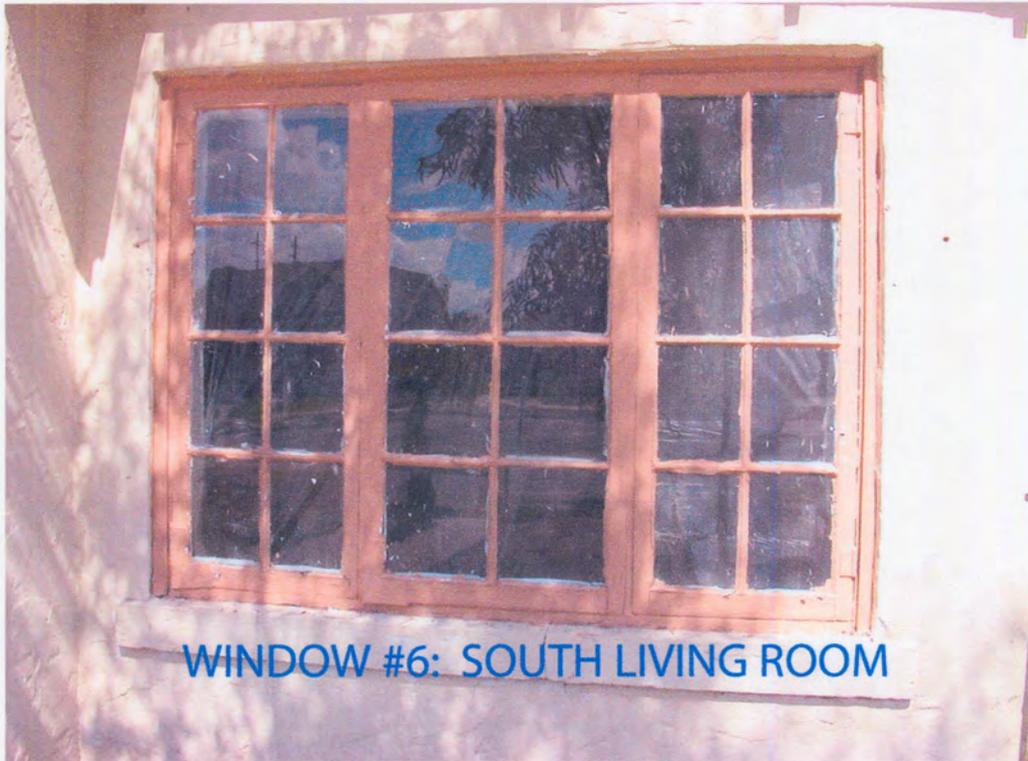
WINDOW #4: EXTERIOR VIEW OF ROT

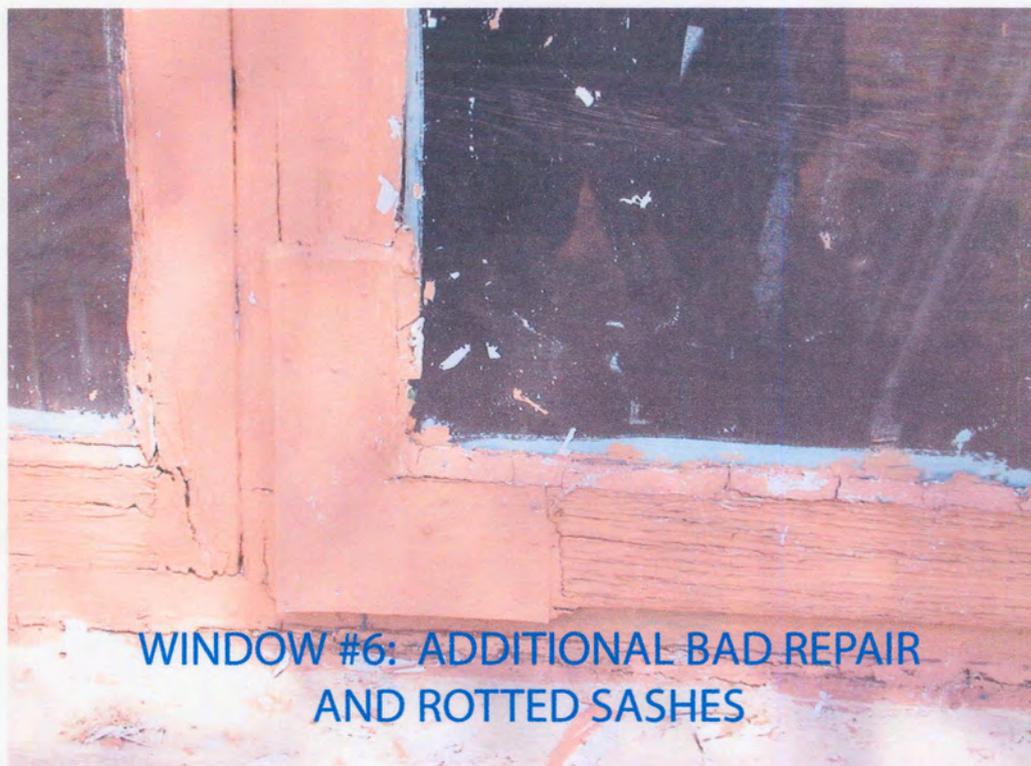


WINDOW #5: EAST LIVING ROOM



WINDOW #5: ROTTEN SASH

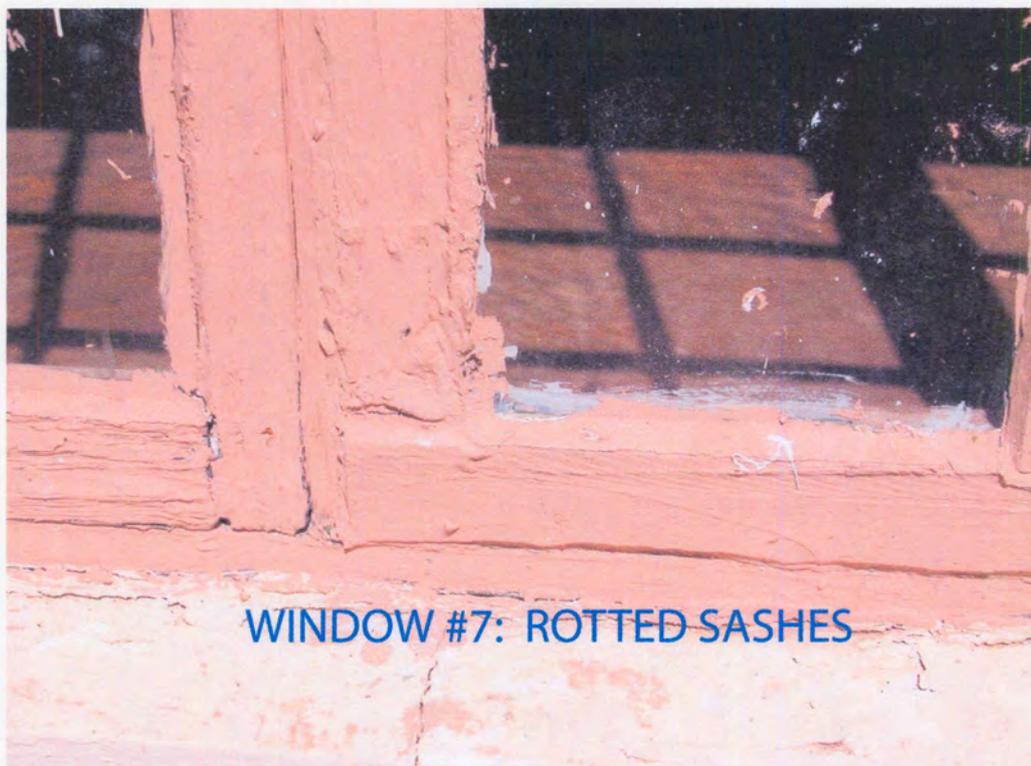




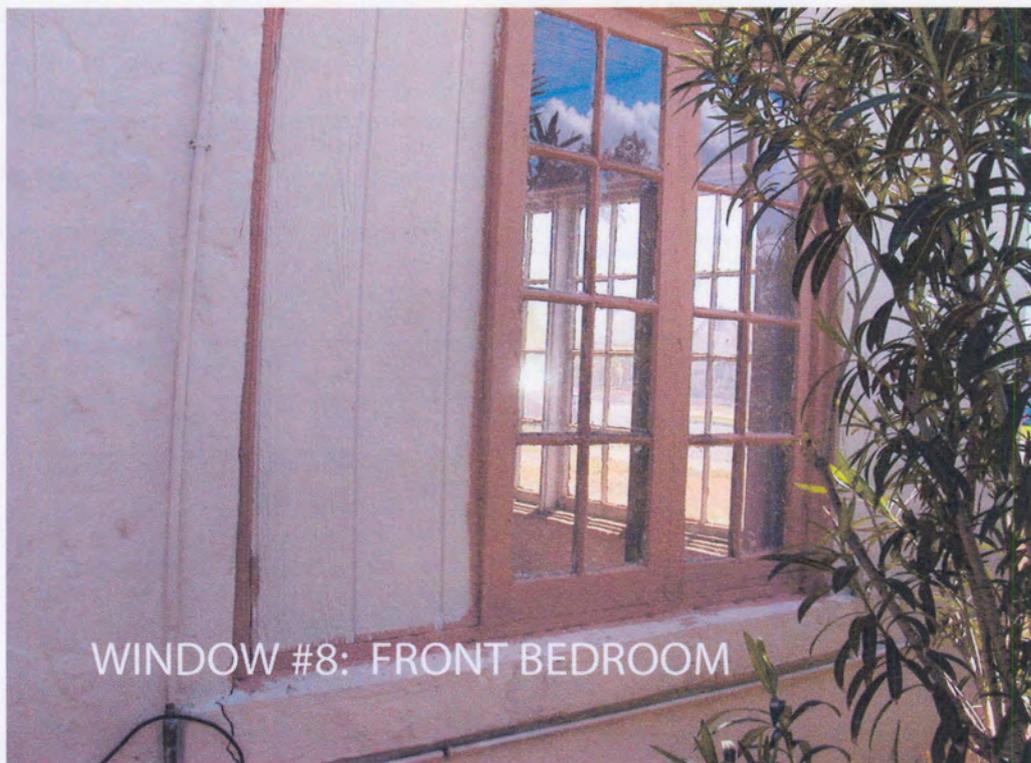
WINDOW #6: ADDITIONAL BAD REPAIR
AND ROTTED SASHES



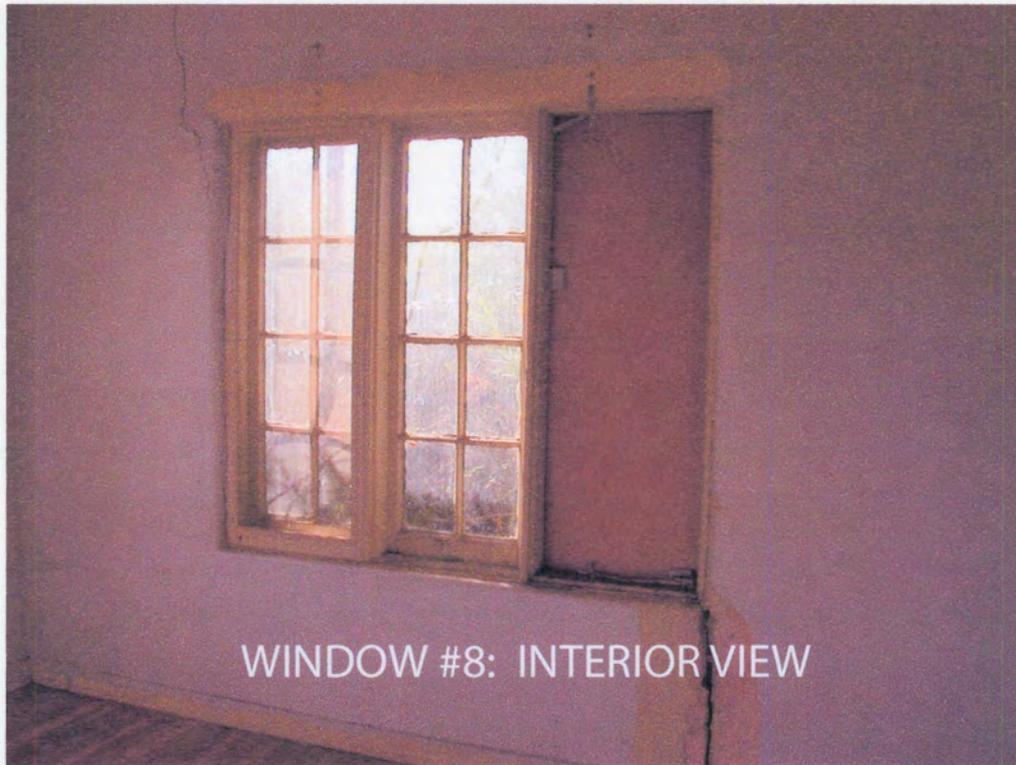
WINDOW #7: FRONT BEDROOM



WINDOW #7: ROTTED SASHES



WINDOW #8: FRONT BEDROOM



WINDOW #8: INTERIOR VIEW



WINDOW #8: BOARDED UP SECTION



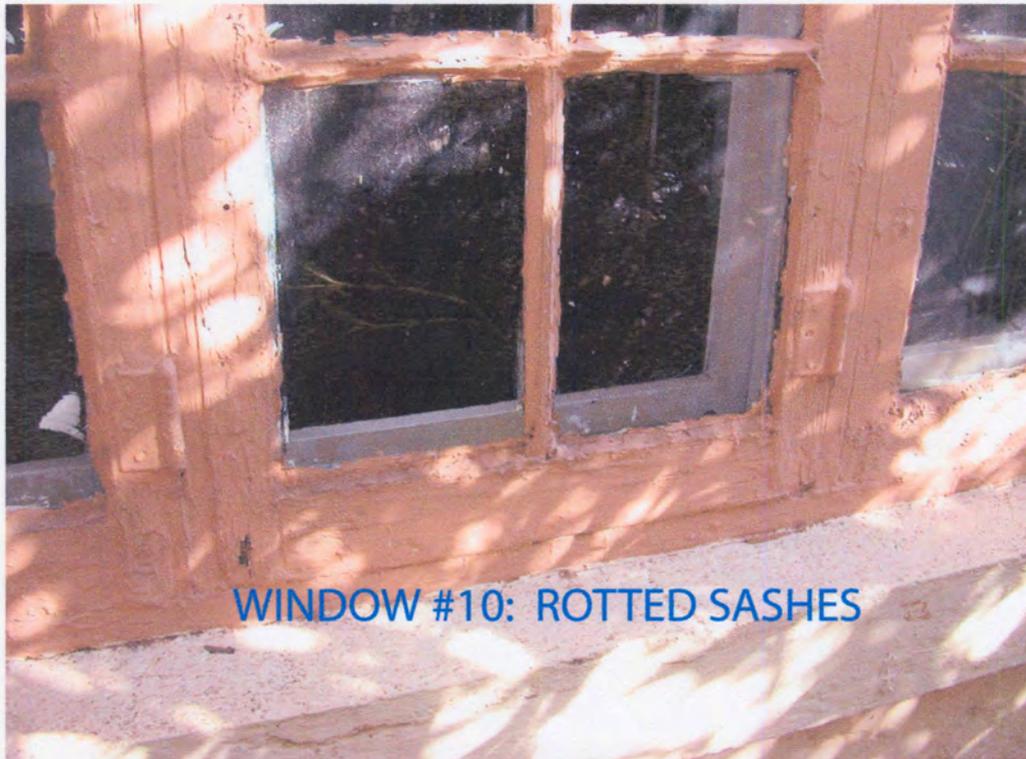
WINDOW #9: BATHROOM



WINDOW #9: INTERIOR



WINDOW #10:
NEW MASTER BATH



WINDOW #10: ROTTED SASHES



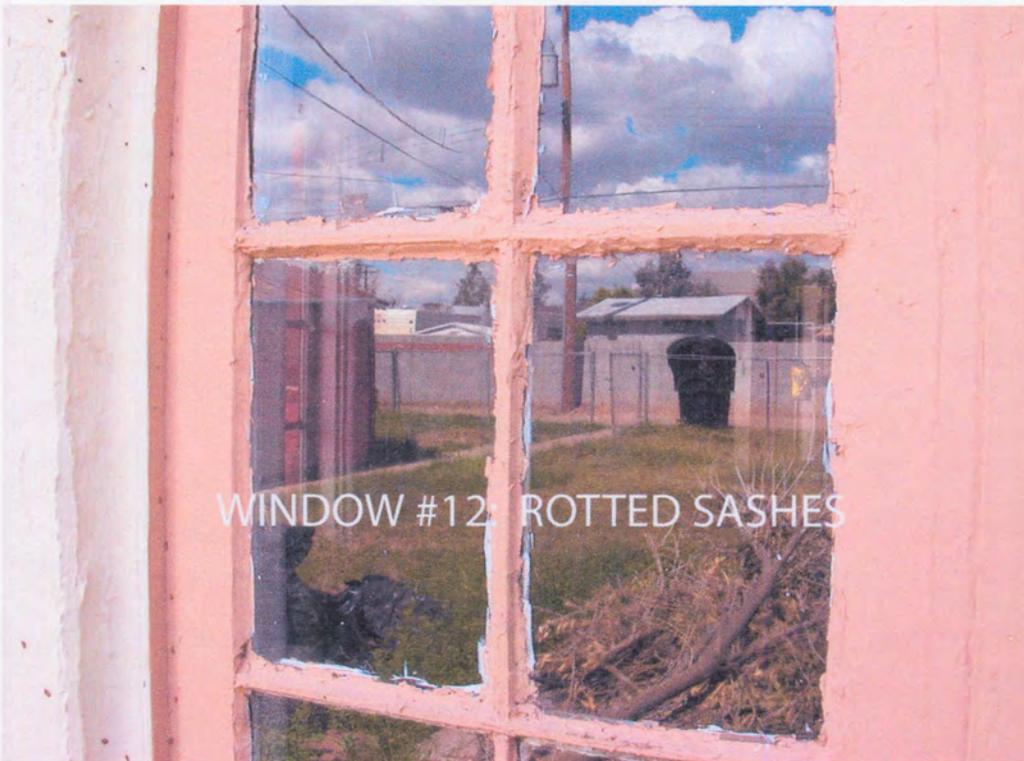
WINDOW #11:
MASTER BEDROOM



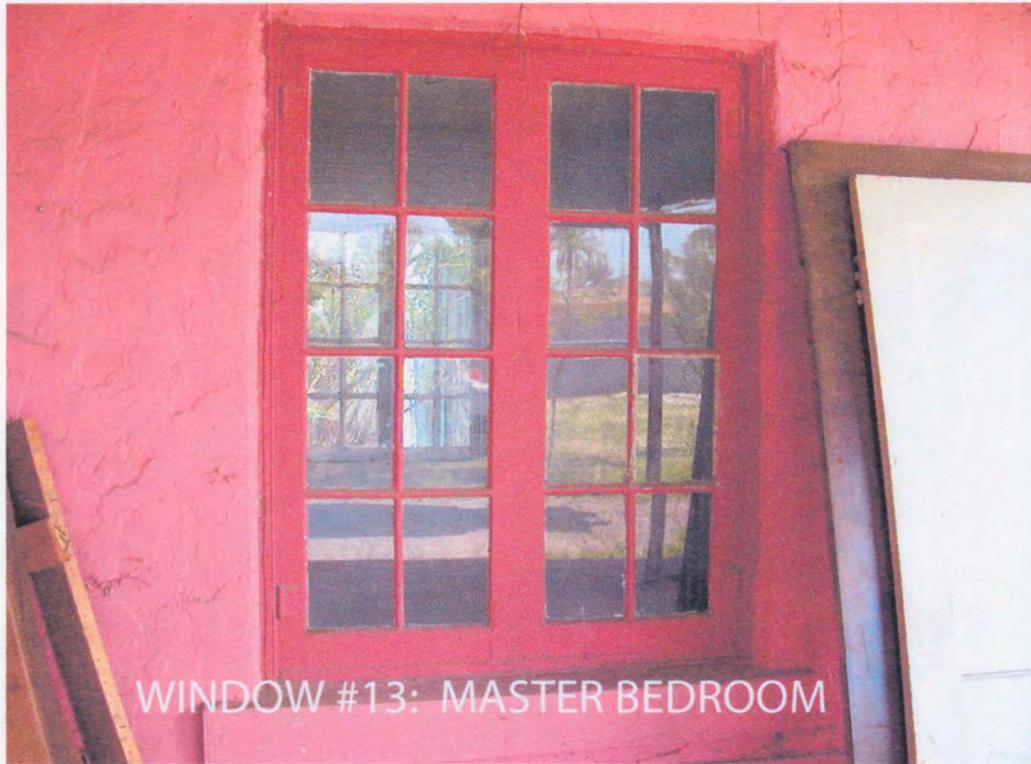
WINDOW #11



WINDOW #12: MASTER BEDROOM



WINDOW #12: ROTTED SASHES



WINDOW #13: MASTER BEDROOM



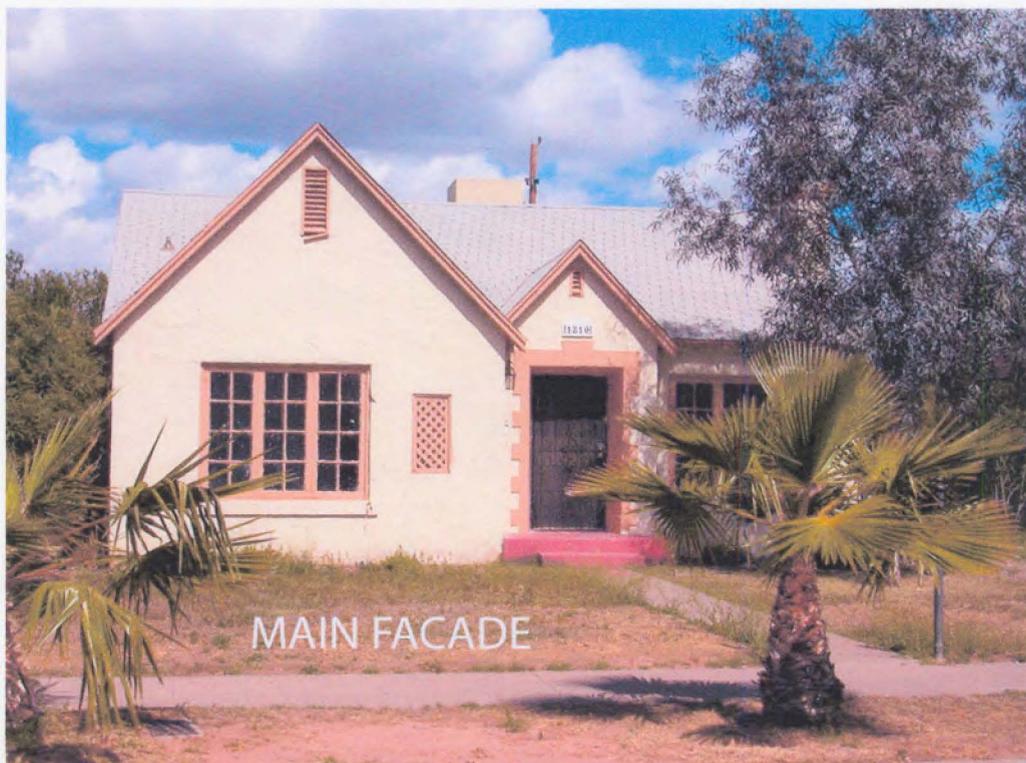
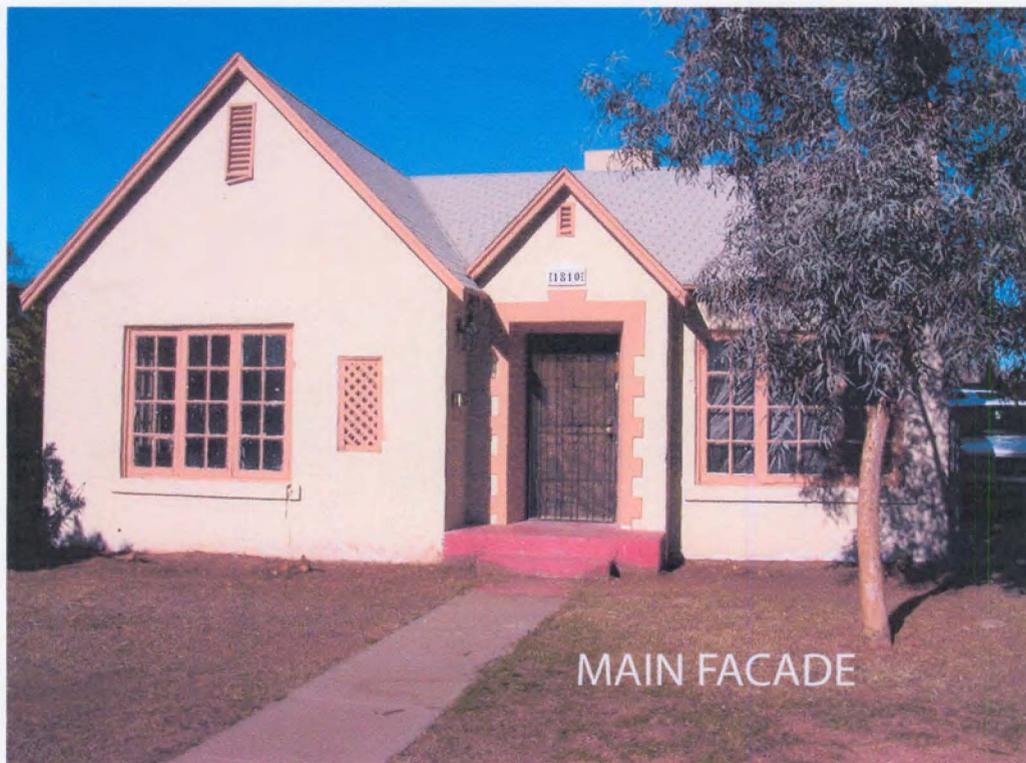
WINDOW #13: PREVIOUS BAD REPAIRS
WITH "L" BRACES



WINDOW #13: ADDITIONAL BAD REPAIRS

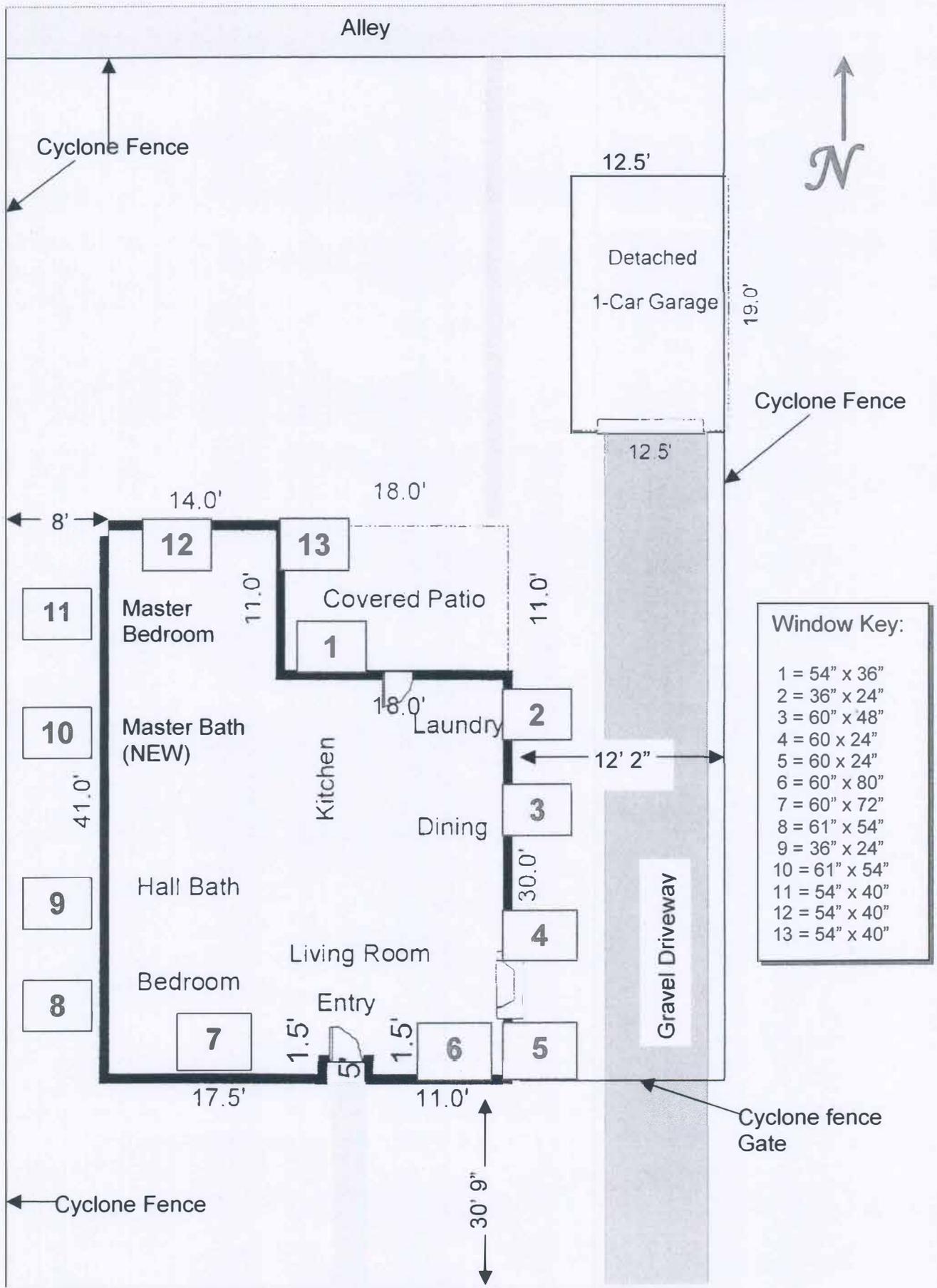


WINDOW #13: MORE BAD REPAIRS





ATTACHMENT E



SITE PLAN: