



Diesel Emissions Mitigation Grant - DEQ Webgrants User Guide

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State of Oregon
Department of Environmental Quality



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DEM Grant Program Application

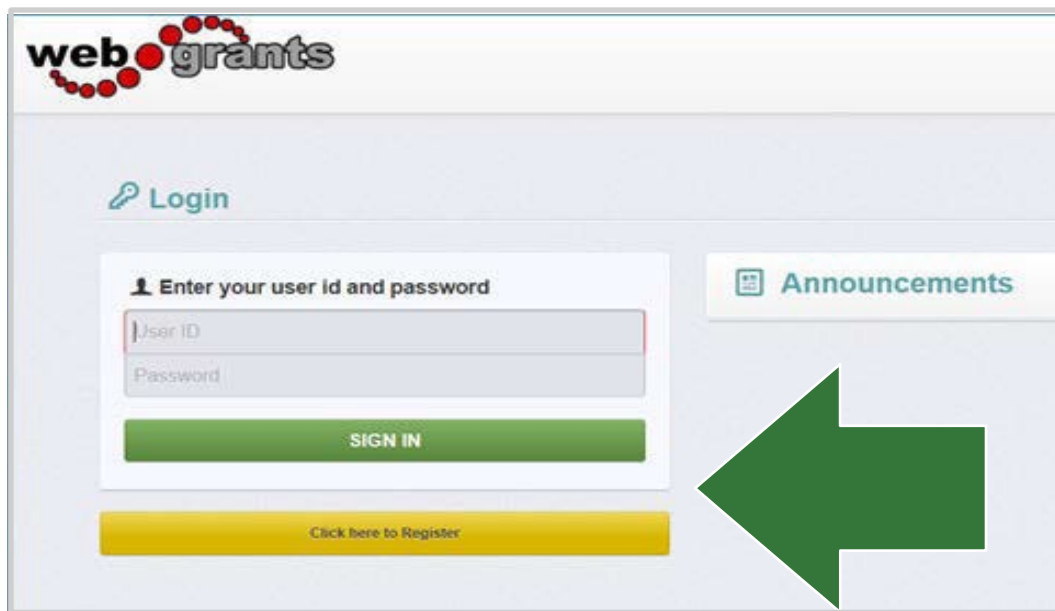
About the application process

The Diesel Emissions Mitigation Grant application will require a submitted web-based application along with required attachments, which include diesel emissions data from the [EPA’s Diesel Emissions Quantifier](#), vehicle insurance and ownership documentation, a current W-9, and vendor quotes for each vehicle or piece of equipment; these attachments can be uploaded in designated areas. DEQ staff will review the application and supporting materials for grant eligibility.

1.1 Registering with DEQ Grants

1. Enter <https://deqgrants.oregon.gov/index.do> into your web browser.
2. On the Login page, click on **Click here to Register**.

Figure 1.



3. On the **Registration** page, enter the requested **Personal Contact Information** and **Organization Information**. All required fields are shown with a **red asterisk (*)**. You will also need to select **Program Area of Interest** as **MHD – Clean Trucks and Infrastructure Grants**.

Figure 3.

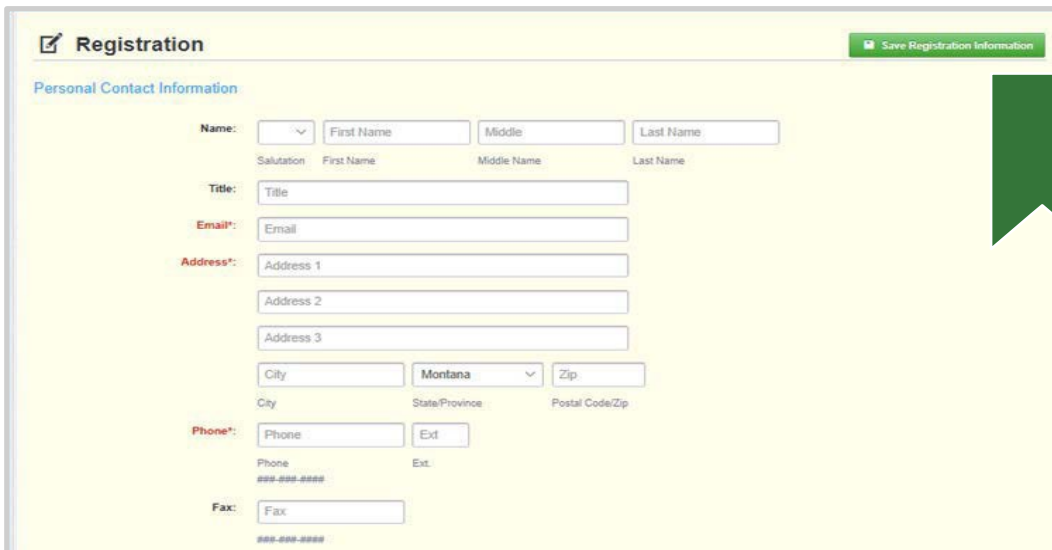


Figure 4:

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to

Program Area of Interest*:

Copy Personal Information to Organization?:

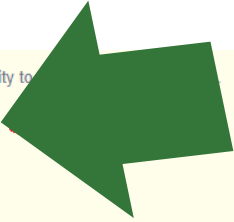


Figure 5.

Organization Information

Are you Affiliated with an Organization?:

Name*:

Organization Type*:

Tax Id:

Organization Website:

Address*:

City: **State/Province:** **Zip:**

Phone*:

Fax:

Organization Email:

Attachment Field:

DUNS#:



- When complete, click **Save Registration Information** at the top or bottom of the page. You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address and an email alert. See below examples of alert notifications.

Figure 6.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the [log in screen](#).

Figure 7.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.

Thank you for your patience.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com>

5. After your registration is approved, you will receive two separate email notifications with your assigned **User ID** and **temporary password**. Each email provides the URL for logging into DEQ Grants. See below example of alert notifications.

Email with assigned User ID

Figure 8 and 9.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

Your user id is below:
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com/>

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your registration has been Approved. Your password is below:
Password: bybdick

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com/>

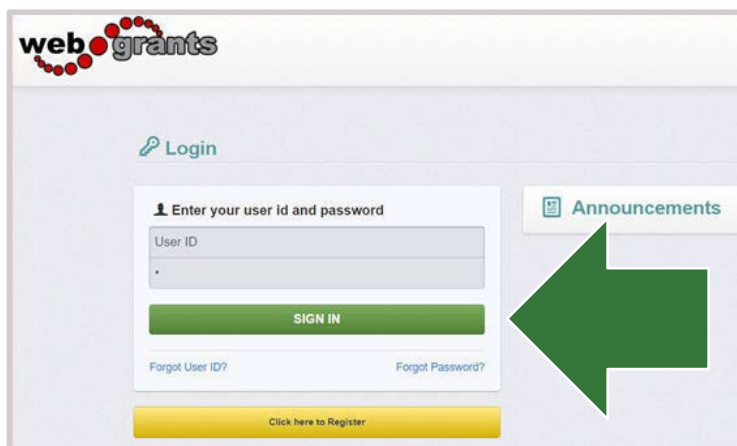
1.2 Filling out application

Notes before you start your application: Use the DEQ Grants menu – not the browser menu. DEQ Grants is compatible with many different browsers; please feel free to use the browser of your choice. Read the instructions on the screen for navigating in the system.

Enter the URL for DEQ Grants: <https://deqgrants.oregon.gov/index.do>.

1. On the **Login Page**, click on **User ID** on the left side of your page.
 - Enter your **User ID**
 - Enter your Password
 - Click Sign In

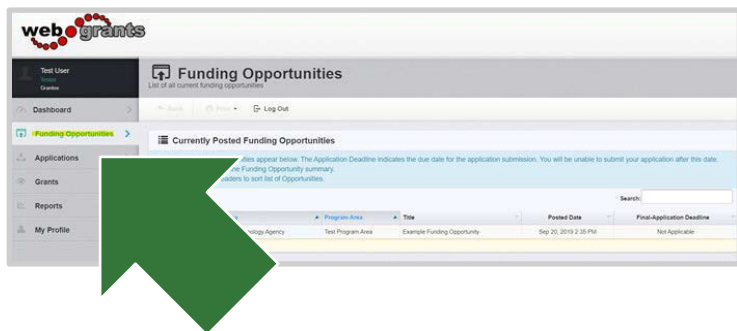
Figure 10.



Creating an application

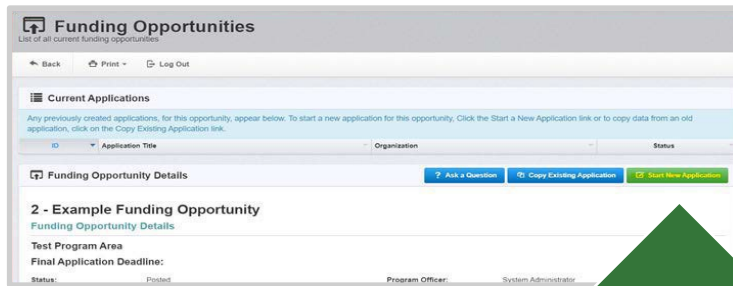
1. From the side menu, click **Funding Opportunities**.

Figure 11.



2. Select the Opportunity Title for which you are applying. For these grants, you will want **“Diesel Emissions Mitigation Grant Program – 2026: MHD-Clean Trucks and Infrastructure Grants.”** Read the Funding Opportunity Details to ensure eligibility requirements. Click Start a New Application.

Figure 12.

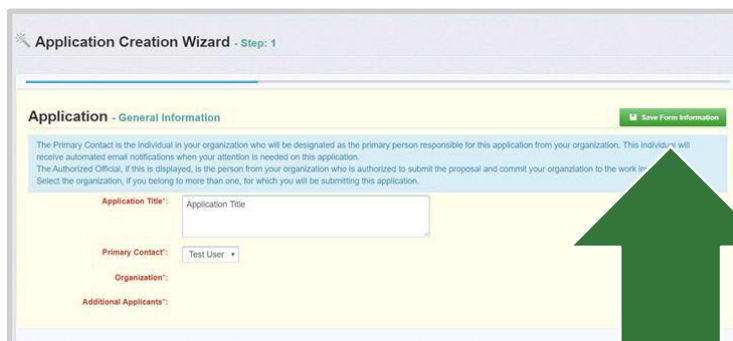


Note: At any time, you may click Ask a Question to submit a question into the system. You will receive an email alert from the DEQ Grants system when the Program Officer answers your response.

General information page

1. Complete **Step 1** in the **Application Creation Wizard**, then click **Save Form Information**.

Figure 13.



2. Choose your **Organization** from the drop-down in **Step 2** of the **Application Creation Wizard**. Then click **Save Form Information**. If you would like to add any **Additional Applicants** from your Organization, you can add them in **Step 3** of the **Application Creation Wizard**. Click **Save Form Information**.

Figure 14.

Note: The system creates and assigns the application number (#) after you click Save. **DO NOT CLICK ON START A NEW APPLICATION** if you log out of the system at this point or any future point. You can click **Applications** from the side menu or click **Funding Opportunities** to see your application in the top section.

Completing an application

1. Once you have completed the **General Information**, you will be returned to the **Application Details**.

Figure 15.

Note: The Applications Details page will show a message in pink instructing you to complete all the forms or the application cannot be submitted.

- The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the DEQ Grants System. Click on the next form listed underneath the **General Information** which you just completed.

Figure 16.

Component	Complete?
General Information	✓
Named Attachment	

- Continue to click on each form in the **Application Details** listing.

Navigating in the DEQ Grants system

Most forms are editable by clicking **Edit** at the top part of the section of the form. However, multi-list sections are editable by clicking **Add** on the section. If you are completing a multi-list section, you can create as many rows as needed to complete the section. If you want to delete a row, you will click on the row and click **Delete**.

All information must be saved by clicking **Save** on the forms. If you do not click **Save** and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

- You can click on **Applications** from the side menu or
- Click on **Funding Opportunities** and you will see your application in the top section.
- Once you have completed the entire application and marked all forms complete, your application is ready to submit! You will notice that your header has turned **green**.

Figure 17.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

Submitting the completed application

- 1. Click **Submit Application**. You will receive a pop-up confirmation informing you that once you click **Submit** the system will no longer let you edit the application.

Figure 18.

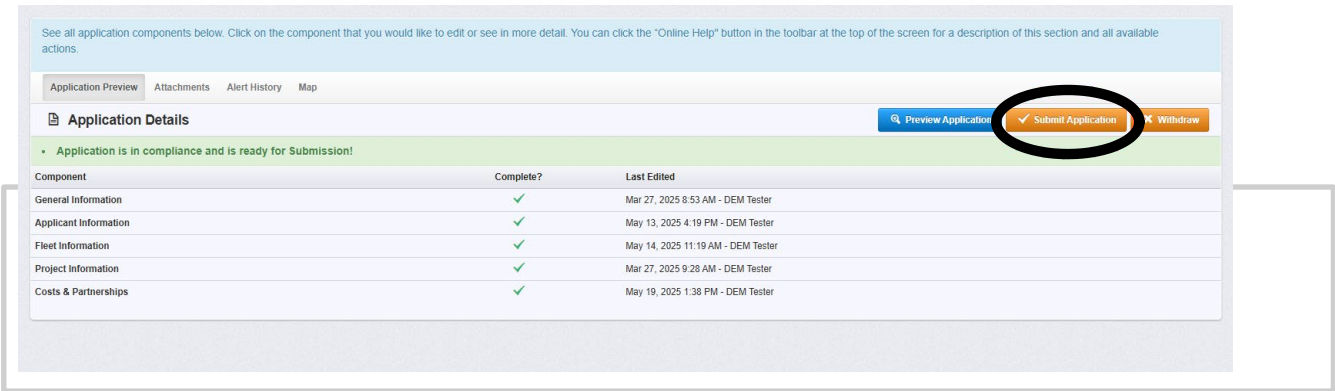
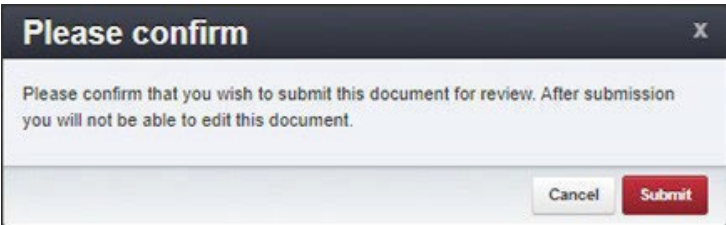
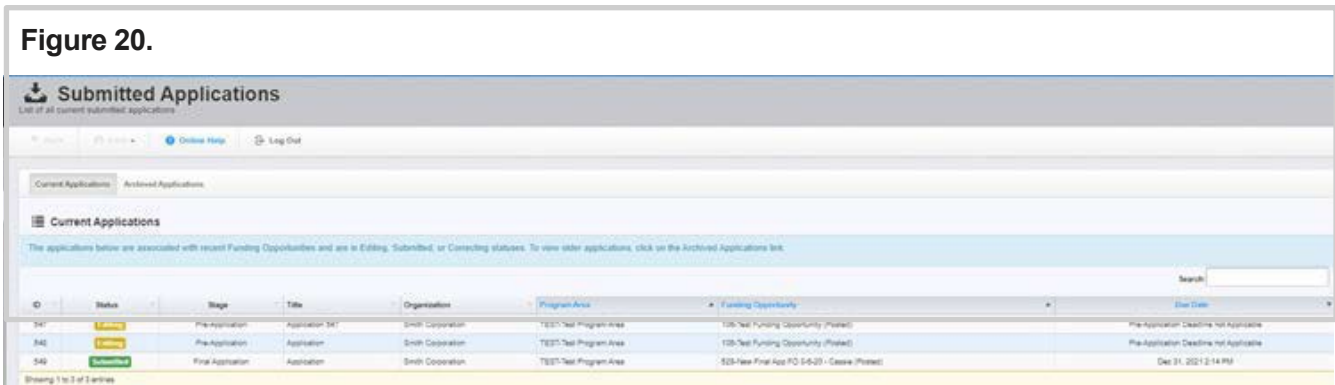


Figure 19



- 2. If ready, click **Submit**. The system will take you back to your Current Applications listing and will show you your submitted application.

Figure 20.



Printing the submitted application

- 1. Click on your application in **Submitted** status.

2. Click **Print** on your top menu and select **Send to Printer**.
3. When finished, click **Log Out**.