



Landfill Emissions Reduction Grant WebGrants Pre-Closing Technical Review Application Guidebook

For Applicants

October 2025



This document was prepared by
Oregon Department of Environmental Quality
Materials Management
700 NE Multnomah Street, Suite 600
Portland Oregon, 97232
Contact: LERG@deg.oregon.gov
[Oregon Department of Environmental Quality website](#)

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WebGrants Optional Pre-closing Technical Review Guidebook for Applicants

Register for your [WebGrants](#) account by Monday, Dec. 8, 2025 (one week before pre-closing technical review deadline). It will take one to two business days for your registration to be approved. WebGrants can be accessed using any web browser (Chrome, Internet Explorer, etc.). WebGrants works best on a laptop or desktop. You may encounter problems using a cellphone. You may encounter problems using a cellphone. For help registering for your WebGrants account you can check out our [WebGrants Registration Guidebook for Participants](#).

The application requires an internet connection to complete. If you need assistance accessing the application, or have technical problems using the form, please contact LERG@deq.oregon.gov.

Applicants may receive automated emails from the WebGrants platform with important reminders and information about new action items. It is important to keep an eye out for these but DO NOT RESPOND, emails will go to an unchecked inbox. For any assistance only contact DEQ using the LERG@deq.oregon.gov email.

Accessibility notes

- The WebGrants platform can be used with JAWS or any other commercially available screen reader.
- WebGrants is an English only platform, if you wish to submit an application in a different language contact us at LERG@deq.oregon.gov.

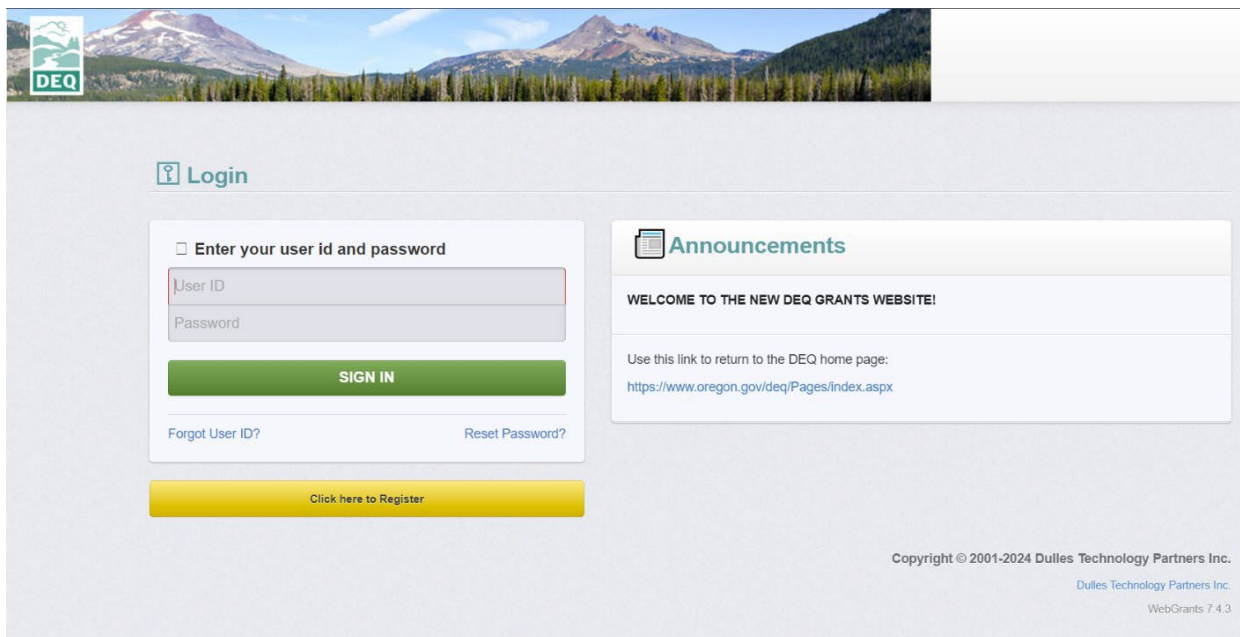
Optional pre-closing technical review

The optional pre-closing technical review will be due on **Dec. 15, 2025, at 5 p.m. PT**. Any applicant may participate in the pre-closing technical review. To participate, applicants must submit a complete and responsive proposal by the deadline. Once submitted, a team of air quality and solid waste technical staff, data quality assurance and regulatory analysts, and GHG reporting specialists will review the technical aspects of the application. The pre-closing technical review team will not consist of members of the evaluation committee. The pre-closing technical review will not include formal scoring of proposals and rather DEQ will provide a **Technical Feedback Matrix** to the applicant within 30 calendar days of the pre-closing technical review deadline.

Note: Once the technical feedback is provided, applicants may make corrections to their application. Applicants **MUST** re-submit their applications by the application proposal deadline of **Feb. 27, 2026 at 5 p.m. PT**.

Login to WebGrants

1. [Open the DEQ Grants page in your browser.](#)
2. For help registering for your WebGrants account you can check out our [WebGrants Registration Guidebook for Participants](#).
3. 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**



Login

☐ Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)

Announcements

WELCOME TO THE NEW DEQ GRANTS WEBSITE!

Use this link to return to the DEQ home page:
<https://www.oregon.gov/deq/Pages/index.aspx>

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WebGrants 7.4.3

Figure 1: WebGrants Log in/ Registration Page

Creating an application

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

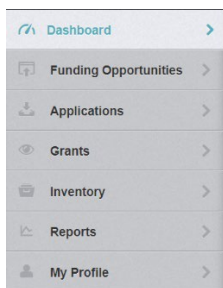


Figure 2: Side Menu

2. Select the **Opportunity Title** for which you are applying. Read the Funding Opportunity Details to ensure eligibility requirements. Click **Start a New Application**.

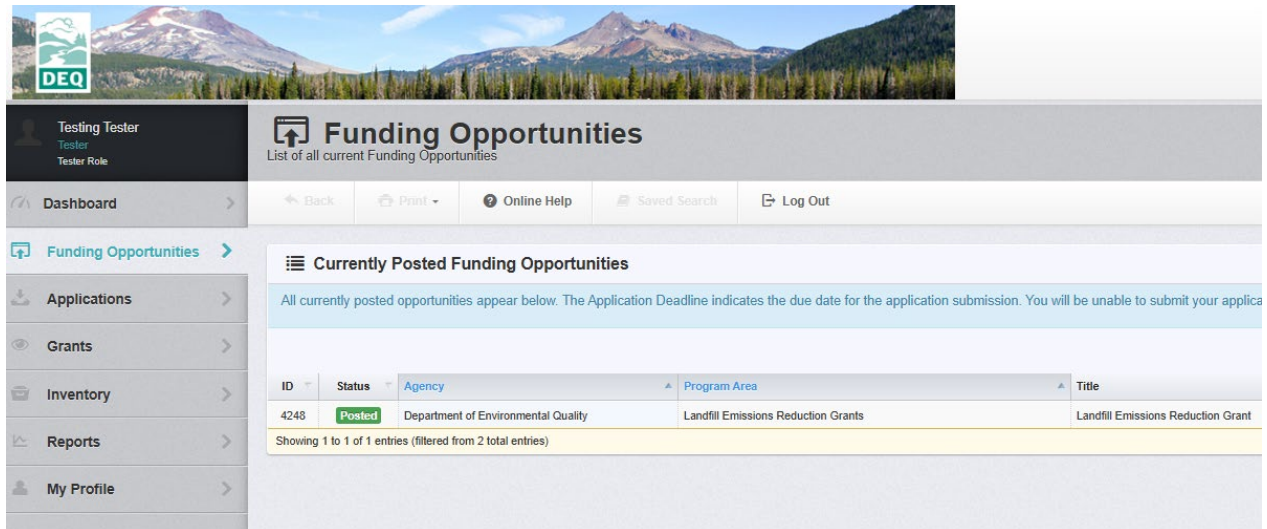


Figure 3: Funding Opportunities Page

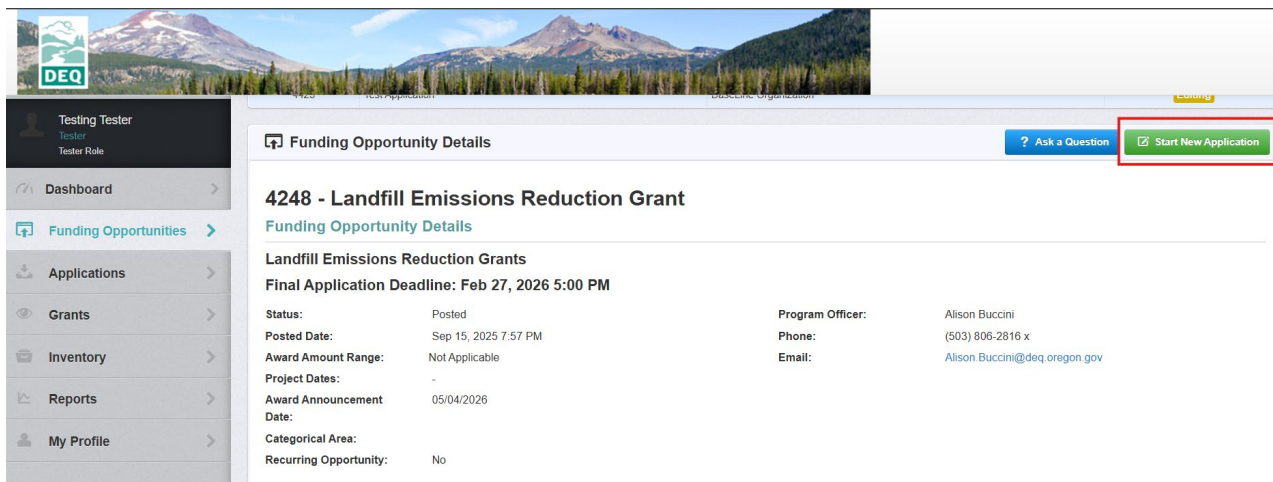


Figure 4: Funding Opportunity Details

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

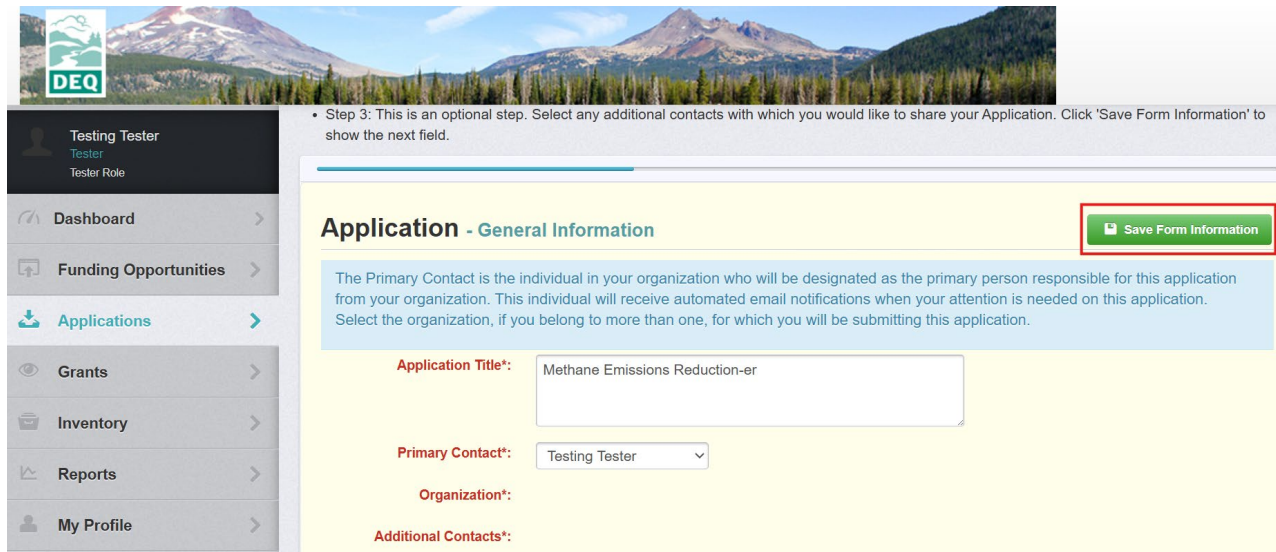


Figure 5: Application Creation Wizard

4. 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 the next step of the Application Creation Wizard.

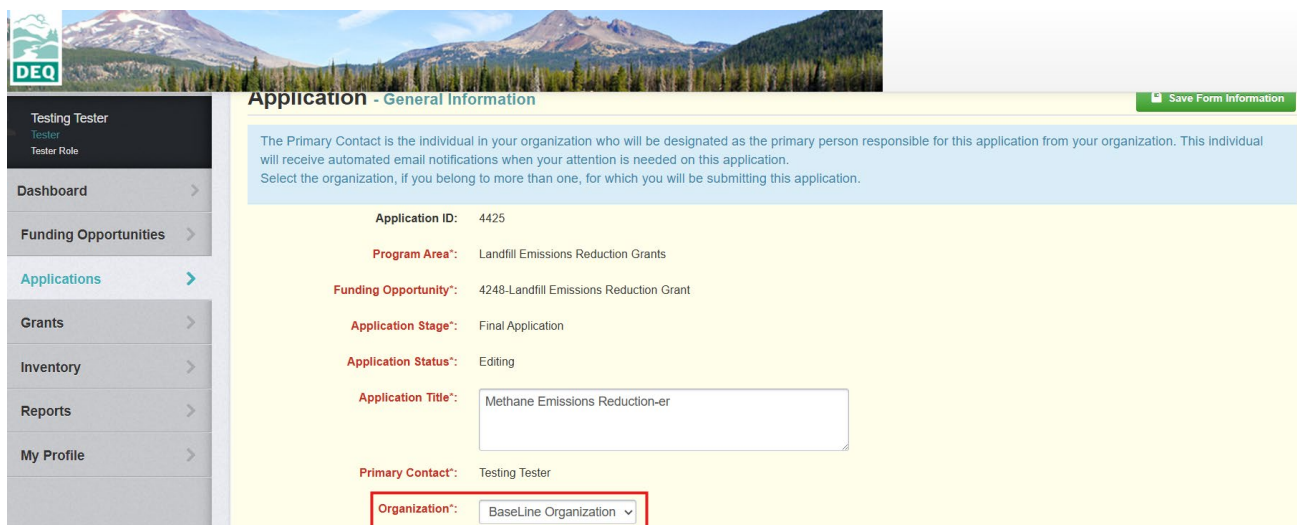


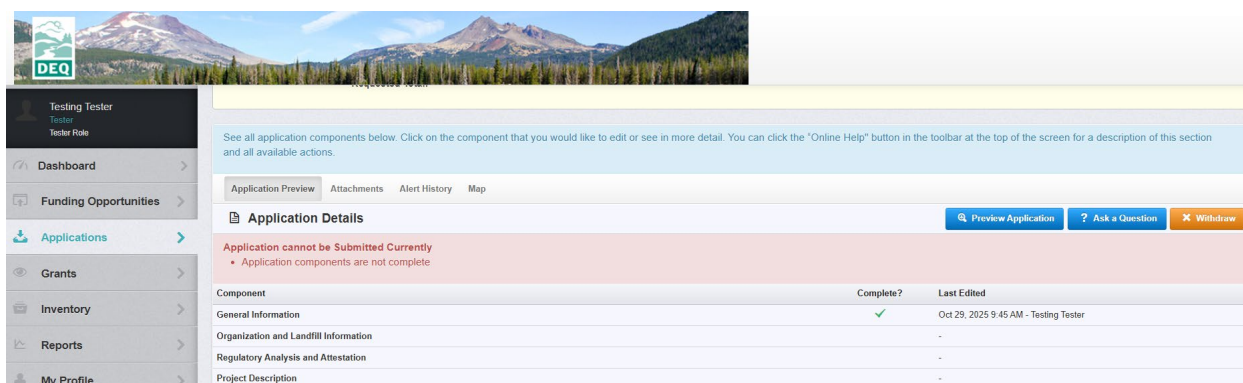
Figure 6: Step 2 of the Application Creation Wizard

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



Component	Complete?	Last Edited
General Information	✓	Oct 29, 2025 9:45 AM - Testing Tester
Organization and Landfill Information	-	
Regulatory Analysis and Attestation	-	
Project Description	-	

Figure 7: Application Details

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

2. 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.

Component	Complete?	Last Edited
General Information	✓	Oct 29, 2025 9:45 AM - Testing Tester
Organization and Landfill Information	-	-
Regulatory Analysis and Attestation	-	-
Project Description	-	-
Project Workplan and Timeline	-	-
Outcome Measurement: GHG Reduction Modeling and Measurement	-	-
Line-Item Budget	-	-
Budget Narrative	-	-
Supplemental Financial Management Questions	-	-
Applicant Certifications	-	-

Figure 8: Application Components

- Continue by clicking on each form in the **Application Details** listing and complete following the instructions for each question.

Navigating the DEQ grants system

- Most forms are editable by clicking **Edit** at the top part of the section of the form.
- 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. There is no autosave feature and the system may time out due to inactivity.
- DEQ recommends starting your application in a word document and pasting it into WebGrants.
- Any questions asked through **Ask A Question** will be published for all applicants to see along with DEQ's response.
- Once you finish each section of the application you must click **Mark as Complete**. You may still edit a section that you have marked as complete until you **submit application**. If you do not mark sections as complete WebGrants will not allow you to submit your application.

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.

Submitting completed application for optional pre-closing technical review

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.

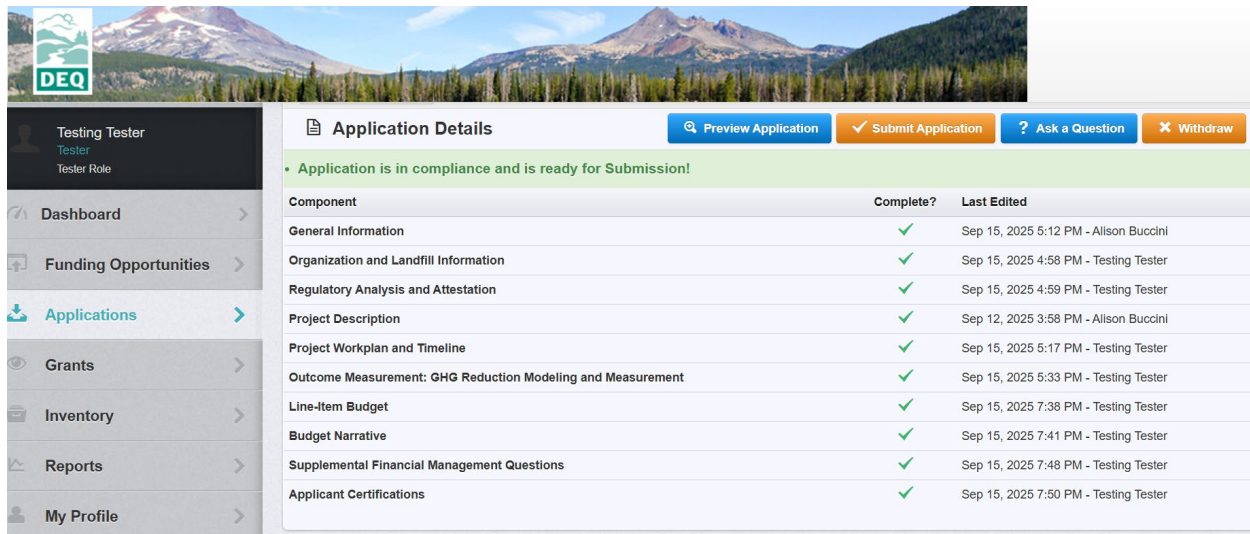


Figure 9: Application details, ready for submission

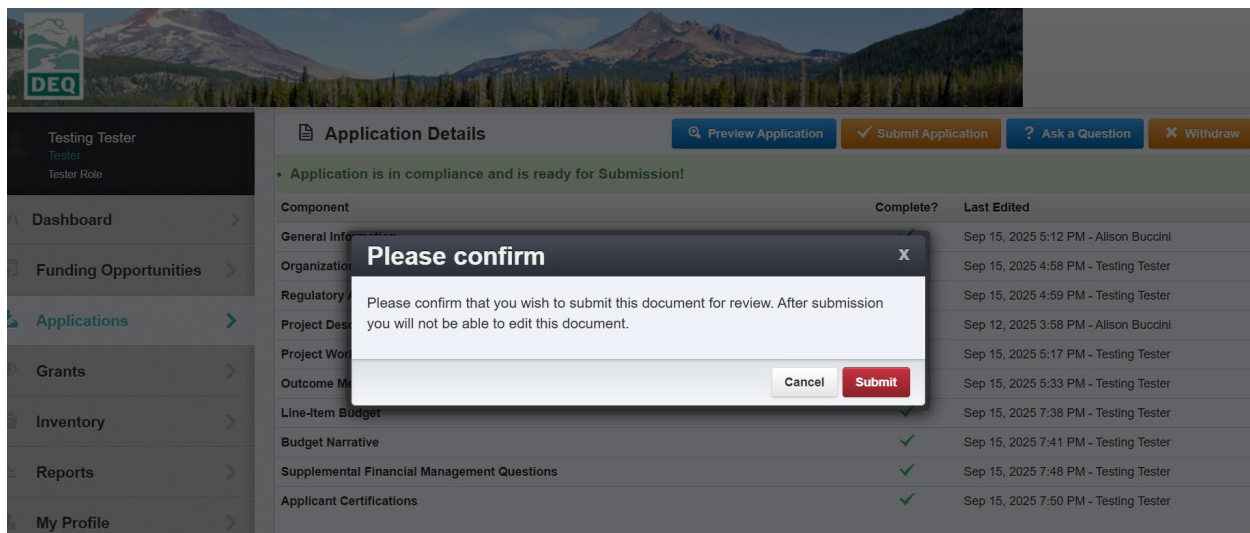


Figure 10: Pop-up confirmation

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

The screenshot shows the 'Submitted Applications' page. The left sidebar contains a navigation menu with 'Applications' highlighted. The main content area has a header 'Submitted Applications' with a sub-header 'List of all current submitted Applications'. Below this is a toolbar with 'Back', 'Print', 'Online Help', 'Saved Search', and 'Log Out'. A tab bar shows 'Current Applications' and 'Archived Applications'. The 'Current Applications' tab is active, displaying a table of applications. The table has columns: ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date. One application is listed with ID 4418, Status 'Submitted', Stage 'Final Application', Title 'Testy testy', Organization 'BaseLine Organization', Program Area 'LERG-Landfill Emissions Reduction Grants', Funding Opportunity '4248-Landfill Emissions Reduction Grant (Posted)', and Due Date 'Feb 27, 2026 5:00 PM'. A search bar is located above the table.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
4418	Submitted	Final Application	Testy testy	BaseLine Organization	LERG-Landfill Emissions Reduction Grants	4248-Landfill Emissions Reduction Grant (Posted)	Feb 27, 2026 5:00 PM

Figure 11: Applications tab after pre-application has been submitted

3. To view your submitted application, click your application. This will take you to view your submitted application.

The screenshot shows the 'Application Details' page for application 4418. The left sidebar is the same as in Figure 11. The main content area has a header 'Submitted Applications' with a sub-header 'List of all current submitted Applications'. Below this is a toolbar with 'Back', 'Print', 'Online Help', 'Saved Search', and 'Log Out'. A tab bar shows 'Application Preview', 'Attachments', 'Alert History', and 'Map'. The 'Application Preview' tab is active, displaying 'Application Details' for application 4418. The details include: Funding Opportunity: 4248-Landfill Emissions Reduction Grant; Funding Opportunity Due Date: Feb 27, 2026 5:00 PM; Program Area: Landfill Emissions Reduction Grants; Status: Submitted; Stage: Final Application; Initial Submit Date: Oct 29, 2025 9:53 AM; Initially Submitted By: Testing Tester; Last Submit Date: ; Last Submitted By: . There is also a section for 'Contact Information' with links for 'Primary Contact Information' and 'Organization Information'.

4418 - Testy testy
Application Details

Funding Opportunity: 4248-Landfill Emissions Reduction Grant
Funding Opportunity Due Date: Feb 27, 2026 5:00 PM
Program Area: Landfill Emissions Reduction Grants
Status: Submitted
Stage: Final Application

Initial Submit Date: Oct 29, 2025 9:53 AM
Initially Submitted By: Testing Tester
Last Submit Date:
Last Submitted By:

Contact Information
[Primary Contact Information](#) [Organization Information](#)

Figure 12: Viewing submitted application

Printing your 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**.

Note: This is for the applicants records only, DEQ will not require a printed version of your application.

Receiving technical feedback from DEQ

Participants of the optional Pre-closing Technical Review will receive a Technical Feedback Matrix within 30 days of the deadline via email and via WebGrants. The Technical Feedback Matrix will be accessible on the Alert History Tab of your submitted application.

Making corrections and re-submitting a complete application

1. Once the DEQ Technical Feedback Matrix is ready for review, your application will be moved to “Correcting” status. This can be viewed on the applications tab.

The screenshot displays the WebGrants user interface. At the top, there's a banner with the DEQ logo and a mountain landscape. Below this, a sidebar on the left contains navigation links: Dashboard, Funding Opportunities, Applications (highlighted), Grants, Inventory, Reports, and My Profile. The main content area is titled 'Submitted Applications' and includes a sub-header 'List of all current submitted Applications'. It features a top navigation bar with links for Back, Print, Online Help, Saved Search, and Log Out. Below this, there are tabs for 'Current Applications' and 'Archived Applications'. The 'Current Applications' tab is active, showing a list of applications. A search bar is located above the table. The table has columns for ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date. One application is listed with ID 4418, Status 'Correcting' (highlighted in orange), Stage 'Final Application', Title 'Testy testy', Organization 'BaseLine Organization', Program Area 'LERG-Landfill Emissions Reduction Grants', Funding Opportunity '4248-Landfill Emissions Reduction Grant (Posted)', and Due Date 'Feb 27, 2026 5:00 PM'.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
4418	Correcting	Final Application	Testy testy	BaseLine Organization	LERG-Landfill Emissions Reduction Grants	4248-Landfill Emissions Reduction Grant (Posted)	Feb 27, 2026 5:00 PM

Figure 13: Viewing submitted application in correcting status

2. Click on your application to view Application Details page. From here, click Alert History to view the DEQ-provided Technical Feedback Matrix attachment. Note: a copy of the Technical Feedback Matrix will also be sent via e-mail to the primary contact.

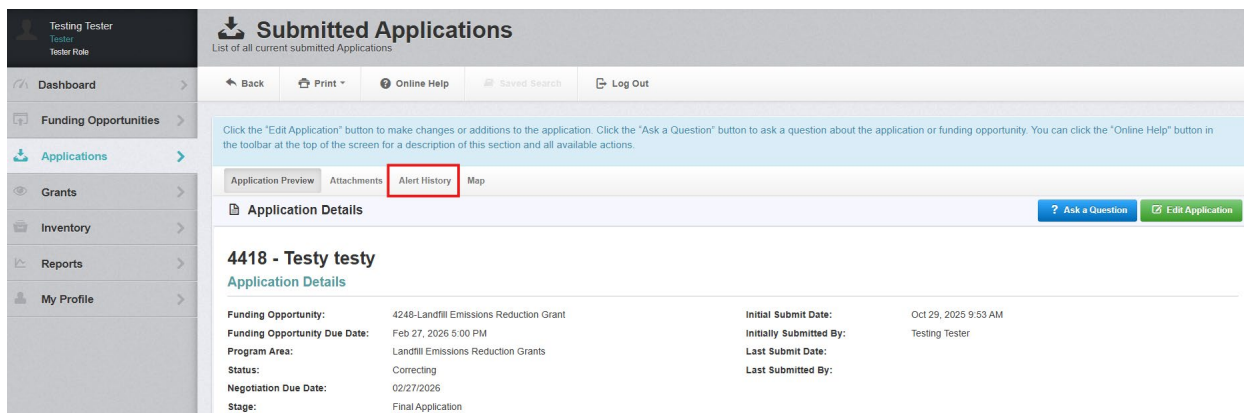


Figure 14: Application details alert history

- Click Technical Feedback Matrix Attachment to view feedback and correction recommendations from DEQ. This Matrix can be used to make corrections to the technical aspects if your application prior to re-submitting. Note: applicants **MUST** resubmit applications before the Feb. 27, 2026, deadline whether they make corrections or do not make corrections to their application.

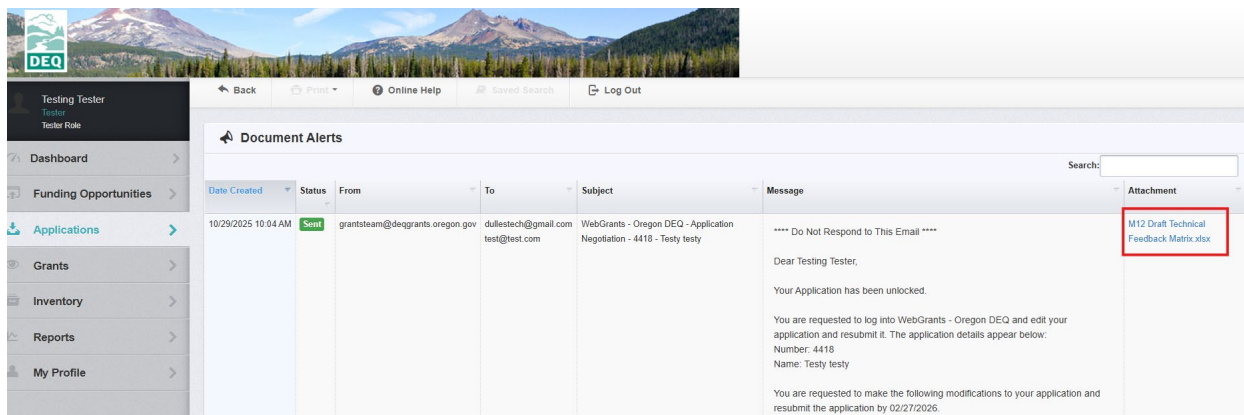


Figure 15: Alert history attachment: technical feedback matrix

4. To make corrections, click Edit Application.

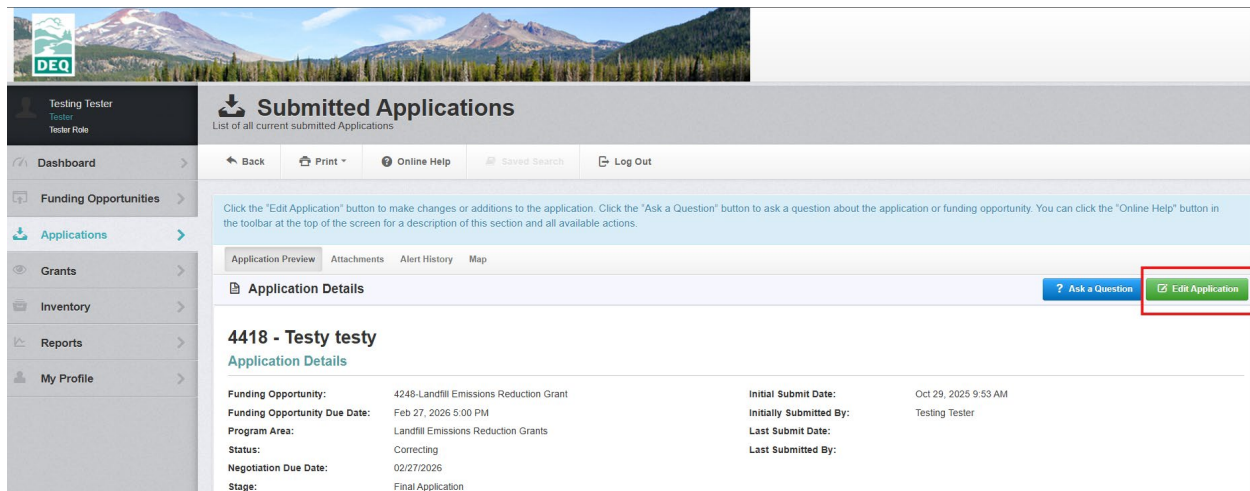


Figure 16: Edit application to make corrections

5. Applicants must review all Incomplete components of their application and “Mark as Complete” to resubmit.

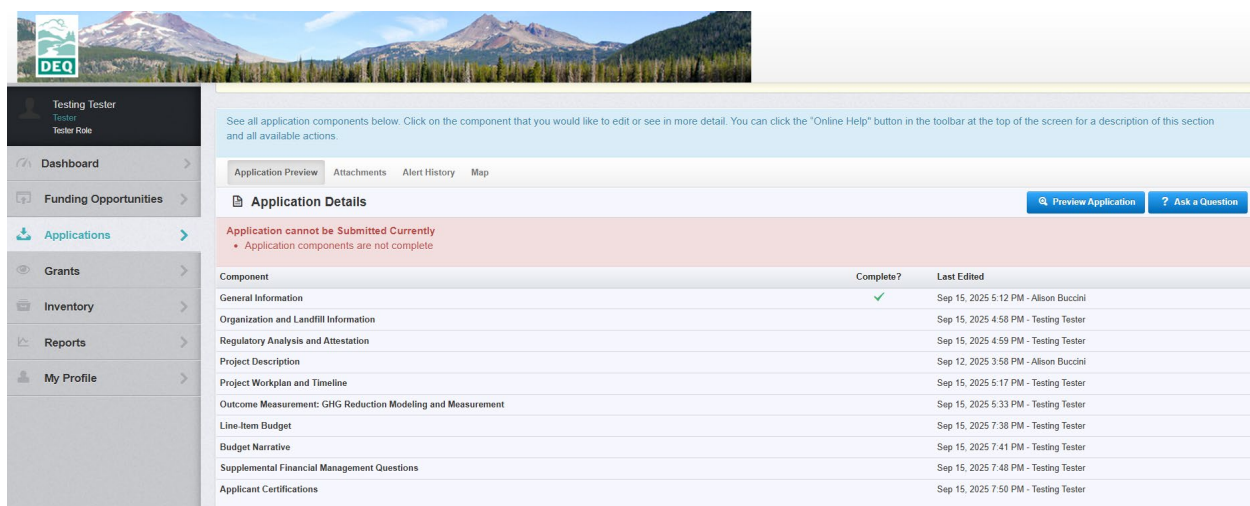


Figure 17: Make corrections to applicable components of the application

- Once all components are complete, click Submit Application to resubmit the application by the Feb. 27, 2026 deadline.

The screenshot displays the 'Application Details' page in the WebGrants system. The left sidebar shows the user's role as 'Testing Tester' and a navigation menu with options: Dashboard, Funding Opportunities, Applications (highlighted), Grants, Inventory, Reports, and My Profile. The main content area shows a status message: 'Application is in compliance and is ready for Submission!'. Below this is a table listing the application components and their completion status. At the top right, there are four buttons: 'Preview Application', 'Submit Application' (highlighted with a red box), 'Ask a Question', and 'Withdraw'.

Component	Complete?	Last Edited
General Information	✓	Sep 15, 2025 5:12 PM - Alison Buccini
Organization and Landfill Information	✓	Sep 15, 2025 4:58 PM - Testing Tester
Regulatory Analysis and Attestation	✓	Sep 15, 2025 4:59 PM - Testing Tester
Project Description	✓	Sep 12, 2025 3:58 PM - Alison Buccini
Project Workplan and Timeline	✓	Sep 15, 2025 5:17 PM - Testing Tester
Outcome Measurement: GHG Reduction Modeling and Measurement	✓	Sep 15, 2025 5:33 PM - Testing Tester
Line-Item Budget	✓	Sep 15, 2025 7:38 PM - Testing Tester
Budget Narrative	✓	Sep 15, 2025 7:41 PM - Testing Tester
Supplemental Financial Management Questions	✓	Sep 15, 2025 7:48 PM - Testing Tester
Applicant Certifications	✓	Sep 15, 2025 7:50 PM - Testing Tester

Figure 18: Resubmit application