



Landfill Emissions Reduction Grant WebGrants Application Guidebook

For Applicants

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WebGrants Application 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.

Application

Below you will find information on how to navigate the DEQ Grants system and instructions on how to complete an application. The application will be due in WebGrants on Feb. 27, 2026, at 5 p.m. PT along with all required documents.

Note: If you will be completing the optional Pre-closing Technical Review, please refer to the WebGrants Pre-closing Technical Review Application Guidebook found on the DEQ web page.

Applicants will be notified in **May 2026** if they will be receiving funding.

Login to WebGrants

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

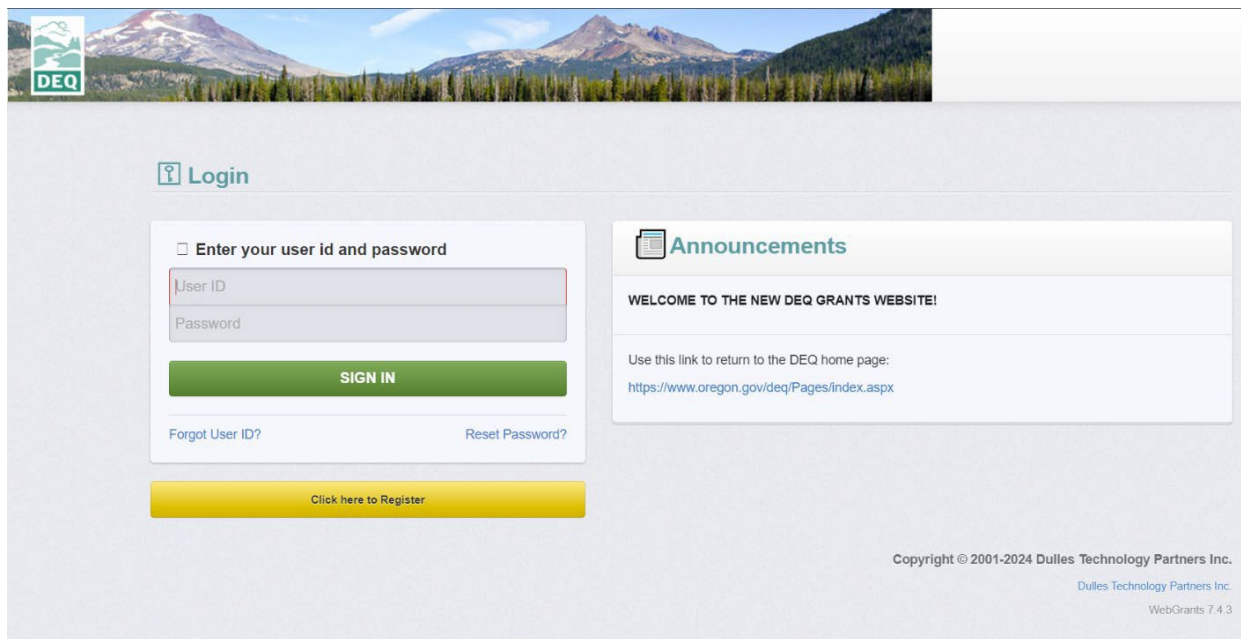


Figure 1. WebGrants Log in/ Registration Page

Creating an application

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

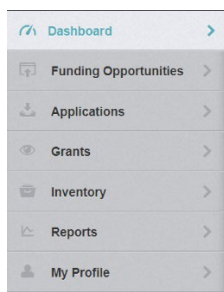


Figure 2. Side Menu

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

The screenshot shows the 'Funding Opportunities' page. The header includes the DEQ logo and a mountain landscape. The left sidebar contains navigation links: Dashboard, Funding Opportunities (active), Applications, Grants, Inventory, Reports, and My Profile. The main content area is titled 'Currently Posted Funding Opportunities' and includes a sub-header: 'List of all current Funding Opportunities'. Below this, a table lists the opportunities. The table has columns for ID, Status, Agency, Program Area, and Title. One entry is visible: ID 4248, Status 'Posted', Agency 'Department of Environmental Quality', Program Area 'Landfill Emissions Reduction Grants', and Title 'Landfill Emissions Reduction Grant'. A note below the table states: 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)'.

ID	Status	Agency	Program Area	Title
4248	Posted	Department of Environmental Quality	Landfill Emissions Reduction Grants	Landfill Emissions Reduction Grant

Figure 3. Funding Opportunities Page

The screenshot shows the 'Funding Opportunity Details' page for ID 4248. The header includes the DEQ logo and a mountain landscape. The left sidebar contains navigation links: Dashboard, Funding Opportunities (active), Applications, Grants, Inventory, Reports, and My Profile. The main content area is titled 'Funding Opportunity Details' and includes a sub-header: '4248 - Landfill Emissions Reduction Grant'. Below this, the details for the 'Landfill Emissions Reduction Grants' are displayed. The 'Final Application Deadline' is 'Feb 27, 2026 5:00 PM'. The 'Status' is 'Posted'. The 'Posted Date' is 'Sep 15, 2025 7:57 PM'. The 'Award Amount Range' is 'Not Applicable'. The 'Project Dates' are '-'. The 'Award Announcement Date' is '05/04/2026'. The 'Categorical Area' is '-'. The 'Recurring Opportunity' is 'No'. The 'Program Officer' is 'Alison Buccini'. The 'Phone' is '(503) 806-2816 x'. The 'Email' is 'Alison.Buccini@deq.oregon.gov'. A red box highlights the 'Start New Application' button in the top right corner.

4248 - Landfill Emissions Reduction Grant
Funding Opportunity Details

Landfill Emissions Reduction Grants
Final Application Deadline: Feb 27, 2026 5:00 PM

Status: Posted
Posted Date: Sep 15, 2025 7:57 PM
Award Amount Range: Not Applicable
Project Dates: -
Award Announcement Date: 05/04/2026
Date: -
Categorical Area: -
Recurring Opportunity: No

Program Officer: Alison Buccini
Phone: (503) 806-2816 x
Email: Alison.Buccini@deq.oregon.gov

Figure 4. Funding Opportunity Details

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

DEQ

Testing Tester
Tester
Tester Role

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: Methane Emissions Reduction-er

Primary Contact*: Testing Tester

Organization*

Additional Contacts*

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.

DEQ

Testing Tester
Tester
Tester Role

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 4425

Program Area*: Landfill Emissions Reduction Grants

Funding Opportunity*: 4248-Landfill Emissions Reduction Grant

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Methane Emissions Reduction-er

Primary Contact*: Testing Tester

Organization*: BaseLine Organization

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**.

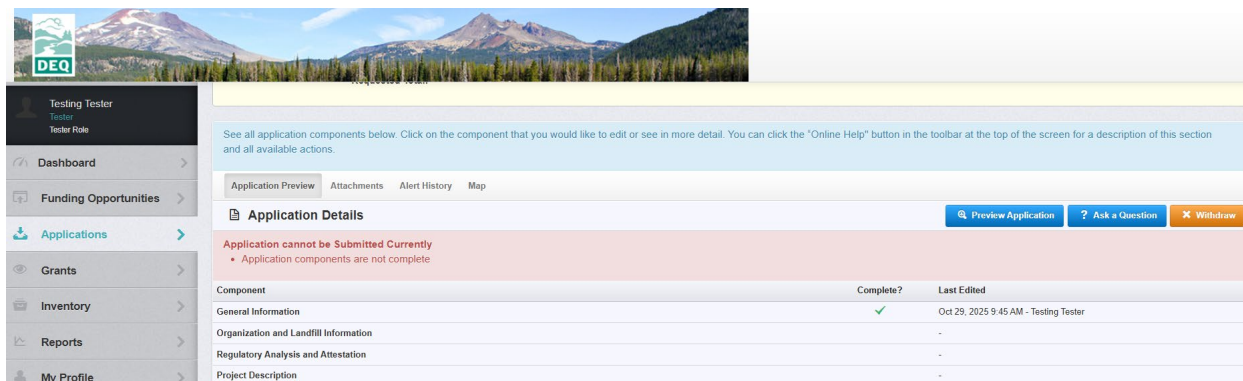


Figure 7. Application Details

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.**

1. You can click on **Applications** from the side menu or
2. Click on **Funding Opportunities** and you will see your application in the top section.

Submitting complete 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.

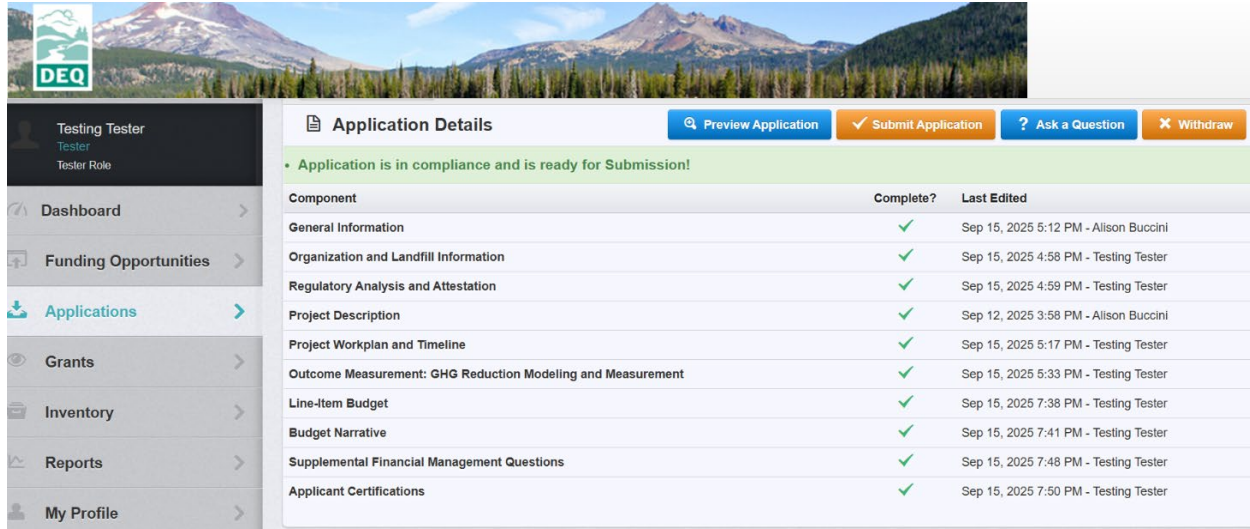


Figure 9. Application Details, ready for submission

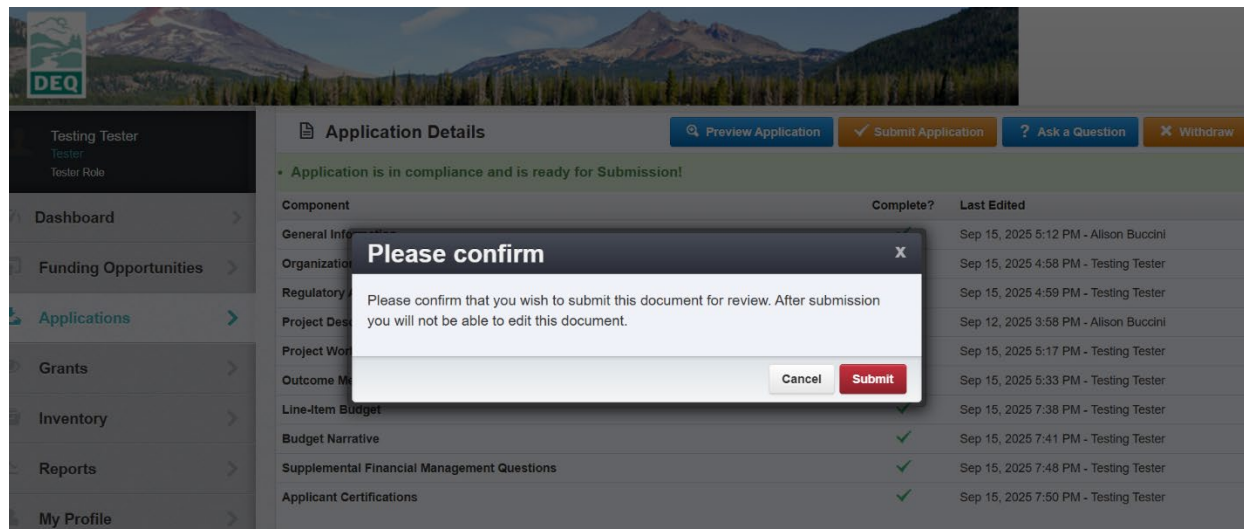


Figure 10. Pop-up Confirmation

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 in the WebGrants system. The user is logged in as 'Testing Tester' with the role 'Tester'. The page title is 'Submitted Applications' with a subtitle 'List of all current submitted Applications'. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications (highlighted), Grants, Inventory, Reports, and My Profile. The top navigation bar includes links for Back, Print, Online Help, Saved Search, and Log Out. The main content area has tabs for 'Current Applications' and 'Archived Applications'. Under 'Current Applications', there is a message: 'The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.' Below this is a search bar and 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'.

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 user is logged in as 'Testing Tester' with the role 'Tester'. The page title is 'Submitted Applications' with a subtitle 'List of all current submitted Applications'. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications (highlighted), Grants, Inventory, Reports, and My Profile. The top navigation bar includes links for Back, Print, Online Help, Saved Search, and Log Out. The main content area has tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Under 'Application Details', there is a button 'Ask a Question'. Below this is the application title '4418 - Testy testy' and a link 'Application Details'. The application details are displayed in a table with columns: Funding Opportunity, Funding Opportunity Due Date, Program Area, Status, Stage, Initial Submit Date, Initially Submitted By, Last Submit Date, and Last Submitted By. The details for application 4418 are: 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: , and Last Submitted By: . Below the application details is a section for 'Contact Information' with links for 'Primary Contact Information' and 'Organization Information'.

Funding Opportunity	Funding Opportunity Due Date	Program Area	Status	Stage	Initial Submit Date	Initially Submitted By	Last Submit Date	Last Submitted By
4248-Landfill Emissions Reduction Grant	Feb 27, 2026 5:00 PM	Landfill Emissions Reduction Grants	Submitted	Final Application	Oct 29, 2025 9:53 AM	Testing Tester		

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.