Office of
Native American
Programs

Office of Public & Indian Housing

PROGRAM GUIDANCE

PROGRAM:	All Programs of the Office of Native American Programs
FOR:	Tribal Government Leaders and Tribally Designated Housing Entities
FROM:	Heidi J. Frechette, Deputy Assistant Secretary for Native American Programs, PN
TOPIC:	Process for Repayment of Federal Funds

PURPOSE: The purpose of this guidance is to inform tribes and tribally designated housing entities (TDHE) that the Federal Government no longer accepts checks, wire transfers, or credit cards for repayment of Federal debt; instead, any repayment of Federal funds must be made through Pay.gov — a secure, online system operated by the U.S. Treasury. This guidance provides the step-by-step procedure for making a repayment to the U.S. Treasury and replaces Program Guidance 2010-03.

BACKGROUND: The repayment of funds back to HUD may be for a variety of reasons, including but not limited to questioned costs, the over-allocation of grant funds, unallowed use of program income, the return of unexpended grant funds, grant termination, excess Line of Credit Control System withdrawals, Indian Housing Block Grant (IHBG) funds invested for more than 5 years plus interest earned, or due to an enforcement action. Pay.gov repayments can be made to HUD using a U.S.-held bank account (through ACH Debit), a debit card, or with a digital wallet, such as PayPal or Amazon Pay.

Pay.gov accepts repayment of IHBG, IHBG Competitive, Indian Community Development Block Grant (ICDBG), ICDBG Imminent Threat, ICDBG Mold, or Tribal HUD-VASH funds to the Federal Government using the Internet. If the internet is not available, the recipient should contact its Area Office of Native American Programs (Area ONAP) for assistance.

REPAYMENT PROCEDURE: The following process must be used for repayment of funds.

If making a one-time repayment, a recipient has the option of setting up a Pay.gov account or may proceed without a registered account. However, it is recommended that a recipient with a repayment plan set up an account in order to streamline and simplify future repayments. Instructions for creating an account are provided below.

To make a one-time repayment, follow the steps described below.

1. Visit the Pay.gov website: www.pay.gov.

2. Click *Find an Agency.*

3. Scroll down and click *Housing and Urban Development: Office of Native American Programs*.
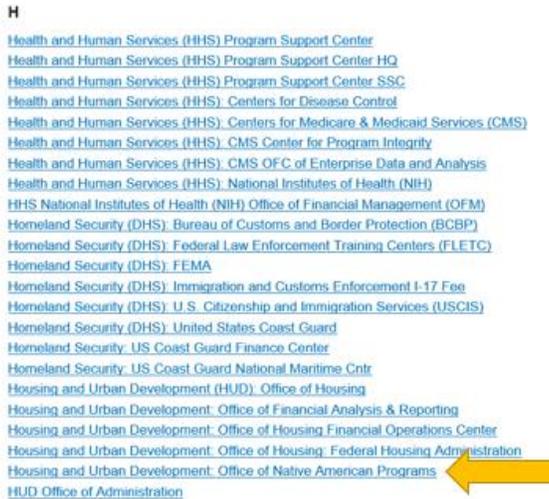
4. Click *Continue* on the ONAP Grant Repayment screen.

5. A screen view illustrates the six steps for using Pay.gov and shows that repaid funds will be drawn from a bank account. Click *Continue to the Form*.

6. Complete all data entry fields on the HUD - ONAP Grant Repayment Transmittal and click *Continue*. (*Pop up messages will appear if further data entry or corrections are required*).

7. The next screen view displays data already entered. Use the drop-down menu to select the account type from which the repayment will be drawn: Business Checking or Business Savings. Enter the routing and account numbers associated with the account. When finished with data entry, click *Review and Submit Payment*.

8. Carefully review the repayment information before completing the transaction.

9. Enter the email address of the person who will receive confirmation of repayment.

10. If the information on the page is correct, click the box at the bottom of the page acknowledging agreement with the Pay.gov authorization and disclosure.

11. Click *Submit Payment* to finalize the repayment.

12. A repayment receipt will be sent to the email address provided.

13. The recipient should forward the confirmation email to the Area ONAP verifying repayment.

CREATING A PAY.GOV ACCOUNT FOR SCHEDULED MULTIPLE PAYMENTS: To make a payment as part of a repayment plan, it is recommended that the recipient set up an account with Pay.gov, as described below.

1. On the www.pay.gov homepage, click *Create an Account*.

2. Click *Create a company account*.
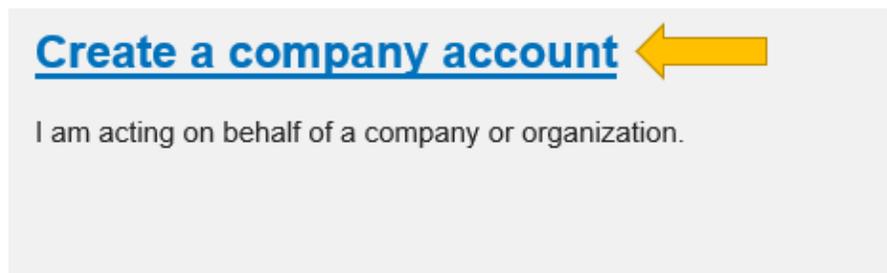
3. Enter the required information, check the box agreeing to the Rules of Behavior, and click *Activate Account*.

4. The person associated with the email address provided will receive an email with specific instructions for completing the account set up process.

SCOPE OF WORK REVISIONS: The repayment of funds may trigger a major revision to an approved scope of work and budget. Tribes and TDHEs should contact their Area ONAP for guidance regarding proper documentation of any modified activities resulting from repayments especially if IHBG funds budgeted for the operation and maintenance of Current Assisted Stock units will be negatively impacted

ADDITIONAL GUIDANCE: Please contact your Area ONAP Grants Management Specialist for additional guidance.