

# 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.

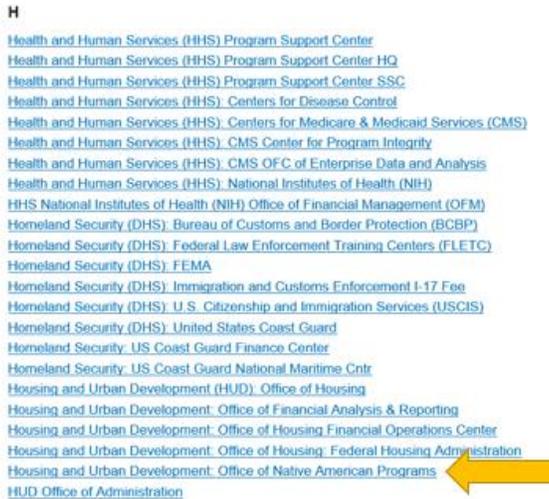
If making a one-time repayment, a recipient has the option of setting up a Pay.gov account or may proceed without a registered account. However, it is recommended that a recipient with a repayment plan set up an account in order to streamline and simplify future repayments. Instructions for creating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

**ONAP Grant Repayment**

**About this form**

Use this form to return grant funds to the HUD - Office of Native American Programs.

**Accepted Payment Methods:**

- Bank account (ACH)

[Preview Form](#) [Cancel](#)  [Continue to the Form](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

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*).

**HUD - ONAP Repayment Transmittal**

**Make a Payment**

This transmittal must be used for all repayments of HUD-ONAP grant funds. Fields marked with an asterisk (\*) are required to be completed. Please fill in the form below and click on "Continue" to make your payment. You will be taken to a second screen where you can enter the information on your checking account.

* Grant Number	* Grantee/Payer Name
<input type="text"/>	<input type="text"/>
<b>Recipient's (Tribe/TDHE) Mailing Address</b>	<b>Contact Name</b>
* Address 1	* First Name
<input type="text"/>	<input type="text"/>
Address 2	Middle Initial
<input type="text"/>	<input type="text"/>
* City	* Last Name
<input type="text"/>	<input type="text"/>
* State	* Title
<input type="text"/>	<input type="text"/>
* Zip	* Contact Phone Number
<input type="text"/>	<input type="text"/>
	* Contact Email
	<input type="text"/>
* Dollar Amount (being remitted to HUD)	
<input type="text"/>	

HUD - U.S. Department of Housing and Urban Development  
Public and Indian Housing - Office of Native American Programs

[PDF Preview](#) [Continue](#) 

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*.

### ONAP Grant Repayment



Please provide the payment information below. Required fields are marked with an \*

\* Payment Amount

\* Payment Date (mm/dd/yyyy)

\* Account Holder Name

\* Select Account Type  
 ←  
  
Business Checking: routing, account, type  
Business Savings: routing, account, type

\* Routing Number ←

\* Account Number ←

\* Confirm Account Number ←

Grant Number  
55IH1234543

Grantee Name  
Test

↓

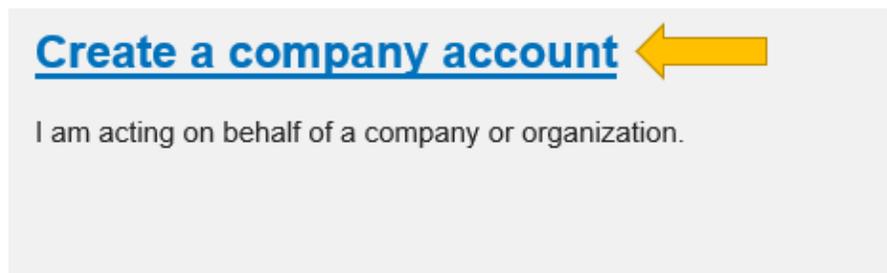
8. Carefully review the repayment information before completing the transaction.
9. Enter the email address of the person who will receive confirmation of repayment.
10. If the information on the page is correct, click the box at the bottom of the page acknowledging agreement with the Pay.gov authorization 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](http://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*.

The screenshot shows a five-step progress bar at the top: 1. Activate Account (highlighted in blue), 2. Contact Information, 3. Company Information, 4. Set Up Security, and 5. Sign In. Below the progress bar is the heading "Create a company account" and a note: "You must fill in the boxes marked \*". The form contains the following fields and elements:

- \* First Name: A text input field with a yellow arrow pointing to it from the right.
- \* Last Name: A text input field with a yellow arrow pointing to it from the right.
- \* Email Address: A text input field with a yellow arrow pointing to it from the right.
- \* I have read and I agree to the [Rules of Behavior](#): A checkbox with a yellow arrow pointing to it from the right.
- An email will be sent with steps to complete your account setup.
- Activate Account: A blue button with a yellow arrow pointing to it from the right.

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.

