

STARLINK PROJECT POLICY – R.M. OF ST. LAURENT

The R.M. of St. Laurent has successfully applied to the Universal Broadband Fund (UBF) which is a program funded by the Government of Canada. The project is to address the lack of connectivity within the RM boundaries (see Appendix A).

The UBF project will allow the RM to reimburse eligible ratepayers/residents for the cost of the Starlink Unit/Equipment up to the amount of \$845.00. The unit must be inspected by the RM Contractor to prove eligibility, and to ensure safe and proper connection and active status.

Program Window: The Project runs from now until November 15, 2022. If you receive your equipment after November 15, 2022, you will not be able to submit an application.

Application fee: \$100 payable to the RM of St. Laurent (cash, cheque or debit). This is the portion of the grant that is not covered by the UBF and must be recovered by way of application fee by the users of the project only. It is payable to the RM and is not part of your payments to Starlink.

Eligibility: The applicant must be a ratepayer/resident/tenant in the R.M, and must permit inspection of unit by RM Contractor.

The Starlink unit has to be attached to and servicing a permanent dwelling (ex. not an RV, shed, garage, barn or outbuilding of any kind) within the RM and must be connected to an active Starlink account.

Eligible Costs: The project will reimburse the user/applicant, on a one-time basis only, for the following equipment:

Equipment	Model No.*	Cost*
Starlink Dish (in Kit)	Model UTA-201	
Starlink Router (in Kit)	Model UTR-201	
Starlink Volcano Roof Mount (order if needed)	Model 02512003-502	
MAXIMUM ELIGIBLE COST THAT YOU MAY APPLY FOR:		Up to \$845.00

* Starlink's prices and models may change; however, you are only eligible for a maximum of \$845.00

Ineligible Costs:

- Application for Starlink equipment that has already received approval - serial numbers on file will be used to avoid duplications
- Monthly subscription for the Starlink service
- Installation costs
- Repairs and replacement

Applicant information needed to access program

- A formal application form, which will be made available by the RM electronically or mail out or pick up must be filled out. Information needed will include, but not be limited to, the following:
 - a. Property owner/resident: Full name, contact information such as mailing address, email address, and please include phone number.
 - b. Roll number and blue civic number.
 - c. If you are a tenant in the RM please also provide blue civic number; written permission of property owner will be required.
 - d. A printed copy of the invoice for the Starlink unit, and other equipment if any.
 - e. Serial number/s of said unit and other equipment verified by an inspection by RM contractor.
 - f. A printed copy of the latest Starlink invoice verifying that the unit is active.
 - g. A photo ID and signature will be needed with the application along with payment of \$100.00 for application fee.

Processing of application: Once all relevant information has been received by the RM, the applicant will be assigned a processing number and will receive an email or letter confirming that the application has been received.

The RM reserves the right to not approve the application; the application fee will be refunded.

A staff member assigned to the project will contact the applicant to finalize the application. The overall process can take up to 90 days for reimbursement.

Any Information pertaining to an application can be faxed or emailed or mailed directly to the RM of St. Laurent, MB. If by email, please mark the subject line as "Starlink Project".

Starlink Project Application Deadline is November 15, 2022

Mailing Address: RM of St. Laurent Starlink Project, Box 220, St. Laurent MB R0C 2S0

Questions can be directed to the RM Starlink Administrator

E-mail: rmofstlaurent@gmail.com Ph : 204-383-0200 Fax: 204-646-2705

INTERNAL POLICY FOR STAFF PROCESSING STARLINK PROJECT

The staff member assigned to process the said applications will assign a number to each application received once all relevant information has been confirmed as submitted. This number will be confirmed with the applicant along with the assigned number file.

The staff member will follow up with the RM contractors to request inspections. The staff member will then request the applicant to submit a detailed invoice (standard form used) requesting payment from the RM of St. Laurent detailing the cost of the unit/ equipment supported by invoices from Starlink.

Staff must verify that the serial numbers are provided for the Starlink unit/equipment and on file for future reference for all applicants.

Staff must verify that the RM contractors have invoiced the RM for work as per contractual obligations (standard form used).

Once all information has been received as needed to satisfy the requirements of the project, cheques to the applicants will be processed no earlier than 30 days of application approval and no later than 90 days from the date of application approval.

Appendix A

