State and Local Cybersecurity Grant Program (SLCGP) – KnowBe4 Usage Policy

Overview

As of November 25th, 2024, Licenses for KnowBe4 cybersecurity awareness training software will be funded through the State and Local Cybersecurity Grant Program (SLCGP). To ensure effective use of these resources and compliance with federal performance measures, entities receiving a KnowBe4 (KB4) license from the state at no cost must adhere to defined usage standards.

Usage Options

The state provides three options to manage KB4 training programs:

1. **Option One: Full State-Managed KB4 Plan**

   - **Overview:** This plan includes quarterly phishing simulations and monthly assigned trainings, designed and administered by the state.

   - **Requirements:** Little to no administrative input from the local entity is needed to implement this plan.

2. **Option Two: Reduced State-Managed KB4 Plan**

   - **Overview:** This modified plan reduces the frequency of trainings, with quarterly phishing simulations and assigned trainings every other month.

   - **Requirements:** Like Option One, this plan is state-administered and requires minimal administrative effort from the local entity.

3. **Option Three: Local-Managed KB4 Plan**

   - **Overview:** Local administrators design and manage their own training plan, issuing phishing simulations and assigned trainings.

   - **Requirements:** Each local account must deliver a minimum of one phishing simulation and one assigned training per quarter. Local administrative input is required.

K-12 Usage Policy

For K-12 institutions, KB4 training requirements are adjusted to accommodate the academic calendar.

- **Phishing Frequency:** K-12 users are only required to complete phishing simulations in 3 of the 4 quarters annually (2 simulations from January to April and 1 from October to December.)

- **Assigned Trainings:** Assigned trainings will only be issued from September through April, with no training assignments over the summer months.

Compliance Standards
If a local entity chooses Option Three and fails to meet the quarterly minimum requirements, they will receive a Notice of Non-Compliance. If corrective action is not taken within 30 days, the local account may be terminated, and licenses reallocated to other eligible accounts.

Training Completion Requirement
To remain in good standing, each local account must ensure that at least 80% of users complete each assigned training.

Quarterly Evaluation and Compliance Enforcement
Usage will be assessed quarterly. Local accounts that do not meet the required standards may be subject to corrective actions as outlined above.

This policy ensures that all entities utilizing state-provided KB4 licenses, including local governments and K-12 institutions, engage in a baseline level of cybersecurity awareness training, contributing to a secure digital environment across state and local government entities.