



Children's Board of Hillsborough County (CBHC) Capacity Checklist

Updated 1-15-2026

The Capacity Checklist can be used as a tool to capture stages of an organization's infrastructure in managing the requirements associated with a contract, prior to receiving CBHC funding. All agencies must have the ability to collect and report data and have the cash reserve to pay for expenses prior to invoicing CBHC, which uses a cost reimbursement model.

These are some of the infrastructure items associated with having the resources to be successful when submitting applications or proposals for funding. Please also refer to the General Terms and Conditions that will be part of the contract, prior to applying for funding. Additional resources and support may be available through the Nonprofit Leadership Center of Tampa Bay. Check the box that most closely reflects the organization's status in each category.

GENERAL ORGANIZATIONAL INFORMATION – Structure, governance, and compliance with basic operational standards.	Not Yet	In Progress	Yes, and Current
Is the organization a non-profit 501 C-3, governmental entity or incorporated not for profit legally operating in the State of Florida?			
Is there an active Board of Directors that meets regularly?			
There are minutes of each Board meeting?			
Do Board Members have skills that complement the needs of the organization?			
Is the workforce representative of the demographic make-up of Hillsborough County and/or the client population served?			
Are background checks required of all direct service employees?			
Is there an organizational chart that depicts lines of authority?			
Does the organization have a website?			
Does the organization have general operating policies and procedures?			
Does the organization have insurance coverages as referenced in the General Terms and Conditions Section 20?			

DATA COLLECTION AND REPORTING – Ability to collect, manage, and report data effectively.	Not Yet	In Progress	Yes, and Current
Is the organization capable of gathering data with reliable and confidential practices for reporting demographic and measurable outcome data?			
Does the organization currently have trained staff to collect and report on outcomes?			
Does the organization use standardized tools or surveys to collect data from consumers?			

FINANCIAL - Systems, policies, and ability to manage grant funds responsibly.	Not Yet	In Progress	Yes, and Current
Does the organization have an established fiscal year?			
Does the organization have a budget for the current year?			
Does the organization have a budget narrative and summary?			
Does the organization have the cash reserves to pay for and invoice the CBHC using the cost reimbursement model?			
Does the organization have a current audit including a management letter and the most recent financial statements?			
Does the organization have written financial policies and procedures?			
Does the organization have internal controls in place?			
Does the organization have a process to approve expenses prior to submitting a reimbursement request?			
Does the organization have a financial planning and analysis process?			

INFORMATION TECHNOLOGY:	Not Yet	In Progress	Yes, and Current
Are all devices used for organizational work regularly updated with the latest operating system and security patches?			
Are staff accounts protected by strong passwords and multi-factor authentication?			
Does the organization have a plan for monitoring, detecting, and responding to cybersecurity incidents (i.e. data breach, ransomware)?			
How often are staff trained on cybersecurity practices about things like phishing awareness, password hygiene, etc?			