

# Getting Started with LUCA 2020

Now that you've learned a bit about the goals of LUCA 2020 and some of the ways you will process this data in Excel, you may be wondering where to begin in updating your town's address information. Below we've provided some first steps.

## Adding/Updating Data

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Double check that all new developments have been accounted for in your municipality's GUPS data and update with any entries that haven't been included. To find additional addresses, check first in those areas which the UM Donahue Institute has found to have more or less units than the census's own tally.

To access this data, follow this link and go to "Interactive Dashboard 2"  
[goo.gl/6HC1mc](http://goo.gl/6HC1mc) (case sensitive)

-When you've found a census block which shows more or less housing units than expected, go back to your address list, either using the website your town uses for such records (such as PatriotProperties) or through internal databases which provide you with the date of construction, allowing you to view development since 2010. Other useful resources include MassBuilds and Zillow.

In addition to finding new housing units, we will need to also remove or modify duplicate entries. Duplicates can mean one of two things: 1) an error where an address was added multiple times, this could be clerical or because a property has had multiple units combined 2) a property or multiple properties have irregular address(es) entered incorrectly, or without subunits. To find duplicates you can follow the procedure included in attached presentation, otherwise use any other method you like that does not delete duplicates but allows you to find them first.

## Formatting/Geocoding Data

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When collecting addresses, make sure that all of those in your own municipal data are residential, and that any recent changes in zoning and/or new conversions of other properties such as mills and factories to condominiums are reflected in this information.

With all of your addresses collected, you will need to georeference these locations for latitude/longitude information. To do this, copy your addresses in a new Excel file, and make sure they have the correct fields found in the example CSV file on the Census website- [geocoding.geo.census.gov/geocoder/Addresses.csv](http://geocoding.geo.census.gov/geocoder/Addresses.csv)

ID, Address, Town, State Abbrev., and ZIP

Copy over your Longitudes and Latitudes (this is the order they are returned in) from the resulting CSV files into the data you are formatting for LUCA/GUPS. This format requires the following fields-

-Unique ID#, Address #, Street, Subaddress (units), ZIP, Town/City, Long, Lat